



Takari Primary School

Before and After School Policy

The safety and well-being of students is a priority at Takari Primary School. The normal operational hours of the school are between 8:30am and 3:00pm each day. The school cannot guarantee supervision, and hence duty of care, of students before 8:30am and after 3:00pm.

Processes have been put in place to ensure the safety and well-being of students.

Before School:

- The school cannot guarantee supervision of children before 8:30am.
- Students should not arrive at school before 8.30am, unless there is a supervised school activity being provided eg Band, Run Club etc....
- A bell will sound at 8.30am to signal that classrooms are open and students are able to enter the classes and start preparing for the day.
- A siren will sound at 8.50am to signal the formal commencement of the school day.
- Students arriving at school before 8.30am are required to sit quietly with their bags in the central undercover area and wait for the 8.30am bell.
- Students are not permitted to enter classrooms or wet areas before 8.30am.
- Students are not permitted to play in the playground or use sporting equipment before school.
- Parents will be contacted if students cannot abide by the above requirements.

After School:

- The school cannot guarantee supervision of students after 3.00pm.
- Students should go home directly after the 3.00pm siren, unless there is a supervised school activity being provided eg Homework Club, After School Sport etc....
- Students waiting to be collected are required to a) sit quietly in the central undercover area or b) sit on the seats outside the Library, in front of the Kiss and Drive bays.
- Students are not permitted to run around, play games or enter classrooms or wet areas after they have been dismissed at 3.00pm.
- It is strongly encouraged that students do not wait for parents on the footpath at the front of the school. This is a safety risk.
- The school does not have duty of care for students once they have left the school grounds.
- Any students not collected by 3:15pm will be brought up to the front office to wait for their parents to arrive.
- Parents will be contacted if students cannot abide by the above requirements.

Kindergarten and Pre Primary:

Kindergarten and Pre Primary students must be brought to, and collected from, the classroom door. Students are not permitted to leave the classroom without an adult. Parents need to inform staff if an alternative adult is collecting their child. Any students not collected by 3:15pm will be brought up to the front office to wait for their parents to arrive.

Balcatta Kids' Club:

The Balcatta Kids' Club operates a before and after school child care program within school grounds. Contact Sunnie on 0403 959 508 or visit the website baltattakidsclub.com.au to find out more about this program.

Students Arriving Late:

Students arriving at school after 9:00am need to collect a 'late slip' from the front office. Students arriving late will not be permitted into classroom without a late slip.

Collecting Students Early:

Parents collecting students before 3:00pm will need to collect a 'leave pass' from the front office. Students will not be released from classes unless a leave pass has been provided.

Policy Developed: March 2017

Policy to be reviewed: March 2019