



innovation-excellence-success

Quakers Hill Public School Arrival and Dismissal Policy



Date of Writing:	May 2019
Date of Review:	May 2021

Rationale

Quakers Hill Public School is situated in Quakers Hill, a growing community catering for a multicultural society. It has approximately 1056 students with a year 5 and year 6 OC class. The school has undertaken a consultation process in the development of this policy including representatives from the PBL team, school leadership team and the P & C.

The arrival and dismissals policy has been developed in order to ensure the safety of all students, staff and community members. We see the safety of all students, staff and community as our fundamental objective. Attendance at school is compulsory and being at school on time and remaining for the whole day ensures that your child has the best opportunity to engage fully in all the learning activities available.

We aim to execute our duty of care, being mindful of child protection legislation for students arriving and leaving Quakers Hill Public School grounds. Below are the routines that have been established for both safe arrival and dismissal of students.

School Hours

- 8.40am – Supervision begins by teachers on the COLA, Canteen area, Kindy Turf, Shade Cloth Area.
- 9.07am – Drop off and go – parents drop off students at lines and say goodbye.
- 9.10am – Learning commences
- 11:00am – Lunch eating time
- 11:10am – Lunch begins
- 11.52am – Warning bell, students line up
- 11:55am – Learning Commences
- 1:55pm – Recess eating time
- 2:00pm – Recess
- 2:15pm – Learning Commences
- 3:15pm – Dismissal from classrooms
- 3:20 – 3.30pm - Afternoon supervision on silver seats

Arrival

Students arrive to school via one of the four pedestrian access points:

Gate 1 – Quakers Rd pedestrian gate (students walking to school supervised by crossing and access to all playgrounds).

Gate 2 – Medlow Drive pedestrian gate (students walking to school have direct access to the silver seats, kindy turf).

Gate 3 – Medlow Drive pedestrian gate (students riding a bike, scooter or walking to school or dropped off by bus have access to the Admin office and canteen playgrounds).

Gate 4 – Medlow Drive pedestrian gate (students riding a bike, scooter or walking to school have direct access onto basketball court to the COLA).

No bikes or scooters are to be ridden on school grounds.

No students or parents should be accessing any carparks at any time.

All gates are opened from 8:20am by staff. Any student arriving before the 8:40am bell are to sit patiently and quietly on the silver seats (undercovered area). No technology is to be out of bags and used, no ball games). Quiet reading, talking while waiting for staff to commence duty at 8:40am.

Gate 1, Gate 2 & Gate 4 will be locked between 9.45am to 2.45pm.

Access to the school between 9:45am – 2:45pm will be through **Gate 3** (Medlow Drive Admin office)

1. All students are expected to arrive between 8:40am to 9:05am.
2. Parents/carers and children to enter via pedestrian gates 1, 2, 3 or 4.
3. Once on site students who have access to bag hooks under the Cola, Shade Cloth Area, K Red and K Orange are to independently place their bags on hooks outside their classroom and move away to quiet play.
4. 9:07am bell will ring indicating parents say goodbye to children and allow students to line up and wait patiently for their teacher. Parents are asked to not follow classes to classrooms.
5. 9:10am teachers to collect their class and commence learning. Teachers are expected to be at lines prior to the 9:10am bell.
6. All parents/carers are expected to leave prior to the 9:10am bell (unless you're a Parent Helper scheduled to support in the classrooms).
7. Gates 1, 2 & 4 will be locked by 9:45am.

Modes of Arrival

- Bus arrivals – students enter via Gate 2.
- Bike / scooter riders to enter via Gate 4 (provides direct access to bike rack).
- Medlow Dr walkers/parent drivers parking at council carpark are to enter via Gate 4.
- Medlow Dr / Quakers Rd walkers/parent drivers to enter via Gate 2, 3 or 4.
- OOSH – K-2 students will be escorted to the Kindy Turf area where students will commence play.
- OOSH – 3-6 students will be dismissed to the Cola Area.

Student Supervised Areas 8:40 – 9:10am

- Cola / Canteen Area
- Shade Cloth
- Kindy Turf

Student Areas to Assemble with bags 9:10am

- Kindergarten – Kindy Turf
- Year 1 and 2 – Shade Cloth
- Year 3, 4, 5 and 6 – Cola

Note - All classes to line up under the COLA on Wednesdays (9:07am) ready for the Whole School Assembly at 9:10am. Parents/carers are invited to wait behind the blue lines.

Late Arrivals

Students who arrive after the 9:10am bell or after classes have forwarded into their respective rooms will be required to obtain a late slip from the Admin staff at the office. Late children must be accompanied by a parent to the admin office. Students will then be required to walk to class and hand the teacher the slip.

Late arrivals are recorded on the school system by admin staff. Parents are required to provide a valid reason for lateness. The word 'Late' is not accepted or a valid reason. More details are required to ensure parents/carers are not sent a note/letter seeking further clarification for their lateness.

Dismissal

Students will be dismissed from their classroom at 3:15pm. Students who are not collected by 3:20pm will be sent to the silver seats to be supervised by an executive member until 3:30pm.

Students will leave via one of the 4 exit points. Gates will be opened at 2:45pm.

No students or parents should be accessing any carparks at any time.

Gate 1 – Quakers Rd pedestrian gate/pedestrian crossing (students are supervised on the silver seats under the covered area, supervised waiting for parents/carers).

Gate 2 – Medlow Drive pedestrian gate (students catching a bus home are seated on the silver seats under the covered area, supervised waiting for bus/parents).

Gate 3 – Medlow Drive pedestrian gate (students riding a bike, scooter or walking home from school or being picked up by parents).

Gate 4 – Medlow Drive pedestrian gate (students riding a bike, scooter or walking home from school).

Parents arriving at school waiting for their child are to wait in Designated Parent Areas:

- under the Cola (sitting on silver seats)
- tables/seats located outside the library, Kindy Turf area
- Aboriginal Garden area
- Silver Seats (covered area)

Kindergarten students who are not picked up by 3:25pm will be walked by the classroom teacher to the executive on duty at the silver seats.

Parents/carers are asked not to wait and talk around classrooms, collect bags or peer through classrooms doors/windows as this distracts our students from their learning. We are encouraging students to develop their independence and be responsible for collecting and packing away their own belongings.

Students not collected by 3:30pm

Students not collected will be taken to the Admin Office by a Deputy Principal / Assistant Principal where parent/carers will be contacted. Once collected parent/carers will need to collect their child/ren from the Admin office, sign students out and provide a reason for lateness. Parents collecting students after 3:30pm will be required to enter via Gate 3 (Admin Gate).

Wesley Mission Out Of School Hours (OOSH) services are available for out of hours care. Please contact OOSH for more information. Contact 9626 6620.

Early Dismissal

Parents wishing to collect their child before the 3:15pm dismissal must notify the Admin staff and obtain an Early Departure Slip before going to their child's classroom. The note will include the time the child will be collected and the reason for early collection.

In an emergency - office staff will contact the teacher to indicate that the child needs to be collected early. The office staff will note the departure time and partial absence in the class roll.

Modes of Dismissal

- Bus departures – all students to walk to silver seats and sit quietly (no iPads, phones, computers to be taken out of bags) and depart via gate 2. Students are not to wait outside the school grounds for their bus. This will ensure the bus is able to pick up all students whilst supervising their safety.
- Bike / scooter riders to depart via Gate 4.
- Medlow Dr walkers/parent drivers parking at council carpark are to exit via Gate 3 and 4.
- OOSH – Kindergarten students will be picked up from classrooms and escorted to OOSH.
- OOSH – Years 1 and 2 students will walk to the OOSH building and have names marked off.
- OOSH – 3-6 students will walk sensibly to the hall and line up and wait patiently for names to be marked off.