



## Heidelberg Primary School

# BEFORE AND AFTER SCHOOL SUPERVISION PARENT NOTIFICATION



### Help for non-English speakers

If you need help to understand the information in this policy please contact Heidelberg Primary School on 94572259.

Student safety at Heidelberg Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Heidelberg Primary School grounds are supervised by school staff from 8:40am to 9:00am and from 3:20pm to 3:35pm. Outside of these hours, school staff will not be available to supervise students.

### Before school:

From 8:40am to 9:00am, there are five teachers on yard duty: at the front of the school at the Cape Street entrance, at both gate 3 and 5 at the Darebin Street entrances, under the COLA and around the buildings and in the passive play space between the top school and the BER buildings.

### After school:

From 3:20pm to 3:35pm, there are three teachers on yard duty: at the front of the school at the Cape Street entrance, and at both gate 3 and 5 Darebin Street entrances.

### Outside these hours:

Parents and carers will be advised about before and after school supervision (through regular reminders in our weekly newsletter) that they should not allow their children to attend Heidelberg Primary School outside of these hours. Families will be encouraged to contact the School Age Care program on 94553569 or refer to the school website for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in School Age Care program (if the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

For a copy of our school's Yard Duty and Supervision Policy, please contact the school office. This policy includes Heidelberg Primary School's student supervision arrangements across the school day, including before and after school.