

Section: Operations
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Page: Page 1 of 4
Approved: Executive Team
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DAILY TIMES

SUPERVISION BEFORE SCHOOL

Kindergarten & Pre-Primary Students

Supervision commences at 8.00am.

Primary, Middle & Senior Students

Supervision commences at 7.50am in both car parks and in the Main Quad.

SUPERVISION AFTER SCHOOL

Primary School

Students on site (not involved in Co-Curricular activities) are to report to the Primary School Reception after 3.00-pm.

Middle & Senior School

Students on site (not involved in Co-Curricular activities) are to report to Main, Middle or Senior School Reception (as appropriate) after 3.15pm.

Co-Curricular Activities

Following any Co-Curricular activity, students are to be picked up on time or other arrangements made. It is an unreasonable expectation of staff to supervise students for lengthy periods following the completion of a Co-Curricular activity.

Please note: Students who have siblings attending a Co-Curricular activity are not permitted to remain on site to wait for the sibling. Any student on site after School hours must be enrolled and must attend the activity.

PLEASE NOTE:

The Primary School doors that exit onto the car parks off Salerno and Elliston Parade will be locked at 8.30am and reopened at 2.30pm. Parents and visitors are to use the northerly doors to enter and exit after this time.

Students who have not been collected by 2.55pm will be taken to the Main Administration Office Reception.



DAILY TIMES

Pre-Kindergarten	
From 8.00am	Supervision of students
8.10am - 2.40pm	Monday & Thursday OR Tuesday & Friday, and every second Wednesday

Pre-Primary	
From 8.00am	Supervision of students
8.10am - 2.40pm	Monday to Friday

Primary School	
From 7.50am	Supervision of Students
8.00am	Classroom doors open
8.10am	Day Start
10.20am – 10.40am	Recess
12.40pm – 1.20pm	Lunch
2.40pm	Finish

Middle School	
From 7.50am	Supervision of Students
8.10am - 8.55am	Period 1
8.55am - 9.40am	Period 2
9.40am - 10.25am	Period 3
10.25am - 10.45am	Recess
10.45am - 11.30am	Period 4
11.30am - 12.15pm	Period 5
12.15pm - 12.55pm	Lunch
12.55pm - 1.30pm	Class Tutorial
1.30pm - 2.15pm	Period 6
2.15pm - 3.00pm	Period 7
3.00pm	Finish

Senior School	
From 7.50am	Supervision of Students
8.10am - 8.55am	Period 1
8.55am - 9.40am	Period 2
9.40am - 10.25am	Period 3
10.25am - 10.45am	Recess
10.45am - 11.30am	Period 4
11.30am - 12.15pm	Period 5
12.15pm - 12.50pm	House Tutorial
12.50pm - 1.30pm	Lunch
1.30pm - 2.15pm	Period 6
2.15pm - 3.00pm	Period 7
3.00pm	Finish

Co-Curricular - Primary, Middle & Senior School		
Tuesday to Thursday afternoons		
Activities concluding at 4.00pm	4.00pm - 4.10pm	Supervision of student departures
Activities concluding at 4.30pm	4.30pm - 4.40pm	Supervision of student departures
Activities concluding at 5.00pm	5.00pm - 5.10pm	Supervision of student departures
Activities concluding after 5.00pm	Staff will supervise students until parents pick them up	