



BEFORE AND AFTER SCHOOL PROCEDURES POLICY

Rationale

As soon as children enter the school grounds their safety and security are our priorities. St Francis of Assisi Catholic Primary School is committed to ensuring a safe and happy environment for your child.

Management

School Hours

School time is generally from 9.00am to 3.15pm Monday to Friday. Students are not permitted to be on the school premises until half an hour before the start of school and must leave at the conclusion of their lessons in the afternoon, unless they are participating in a teacher-supervised extra curricula activity.

➤ School Gates open	8:30
➤ Students enter classrooms	8:45
➤ School Commences	9:00
➤ Learning Block 1	9:00-11:00
➤ Eating time	11:00-11:10
➤ Break	11:10-11:50
➤ Learning Block 2	11:50-1:50
➤ Eating Time	1:50-2:00
➤ Break 2	2:00-2:40
➤ Learning Block 3	2:40-3:15
➤ Dismissal	3:15

Students are encouraged to arrive by 8.45 am to be ready to go into classes for a prompt beginning at 9:00am.

Our Before and After School Care Program operates every morning from 6:40am. The program also runs every evening up until 6:00pm. The OHSCP is operated as a separate entity under the governance of the Parish / School.

Implementation

- No Student is to be on the school premises prior to 8:30am.
- The gates entering into the school will remain locked until 8:30am.
- Any student on the school premises prior to 8:30am will be directed to Before School Care. Students attending Before School Care will be issued with an account for the service.
- Upon entering the school grounds, the students are to gather in the school courtyard where they will be supervised. Students are not to move to other areas of the school until the bell rings at 8:45am.
- The school day finishes at 3:15pm each day. It is expected that parents take responsibility to ensure that their children are collected at 3:15pm. Where parents face unforeseeable delays, we ask that they notify administration. When notified, students can wait in the office foyer.
- Students who are on-site after 3:35pm will be directed to After School Care. Students attending After School Care will be issued with an account for the service.

POLICY REVIEW

Policy reviewed	February 2025
Approved by	Principal Mark Basile
Next scheduled review date	February 2028