

SPRING GULLY PRIMARY SCHOOL

Before and After School Supervision Parent Notification

Student safety at Spring Gully 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.

Before school: The front (Spring Gully Road main entrance), Hub and lower oval areas of the school are supervised from 8:30am each morning. Upon arrival at school, students are expected to immediately come to one of these areas.

After school: The front (Spring Gully Road main entrance), Hub and back of the school (Walker Drive entrance) areas of the school are supervised from 3:15pm each day. Students waiting to be picked up are expected to be waiting in one of these areas. Students waiting for the school bus are expected to be waiting at the front of the school only.

If students are not collected by 3:45pm they will be brought by a staff member to the office and the family will be contacted. If the primary carer can not be contacted, an emergency contact listed on the student enrolment will be contacted.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. Kelly Sports program).

Families are encouraged to contact the office by calling 5443 7230 or emailing: spring.gully.ps@education.vic.gov.au for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

For a copy of our school's Onsite Supervision Policy please contact the office. This policy includes Spring Gully Primary School's student supervision arrangements across the school day, including before and after school and whilst students attend excursions/camps.

