

# Class Dismissal Policy



---

## **Rationale:**

The safe and orderly dismissal of students at the end of the school day is essential to the smooth and effective running of the school.

## **Aim:**

To ensure that all students are dismissed from classes at the end of the school day in a safe, predictable and orderly manner.

## **Implementation:**

- The school bell will sound at 3:30pm each school day to mark the end of the school day.
- The school bell will sound at 2:30pm on the last school day of terms 1, 2 and 3 to mark the end of the school day. On the last day of the school year in term 4 the children will be dismissed at 1:30 pm.
- Children are not be dismissed by teachers prior to the sounding of the bell, unless collected by a parent or responsible older person.
- Prep students must be collected from the classroom by a parent or responsible older person, and will not be dismissed as part of the general dismissal of students.
- All other students will be dismissed from classes in an orderly manner at the sound of the bell.
- Prep students who have not been collected from classrooms by 3:45pm by parents or responsible older persons will be taken by the classroom teacher to the school office, where office staff will contact the parents.
- Frequently late parents will be brought to the attention of the school principal.
- Parents of prep students who wish for their children to be dismissed from class at the end of the school day without being collected by an adult or responsible older person, are required to provide a signed note to the principal stating their request.
- 'After School Care' will be offered at the school.
- Prep students who attend 'After School Care' will be collected from classes by 'After School Care' supervisors.
- At least one staff member will be on duty at the end of the school day to monitor the orderly dismissal of students.
- For reasons of security, once children are dismissed, children wishing to return to the classroom after the supervising teacher has left the room will be required to report to the office.
- Teachers leaving classrooms at the end of the work day are required to lock their rooms using the keys provided.

## **Evaluation:**

Policy to be reviewed as part of the school's three-year review process