

# Daily Routines

## ARRIVAL

School starts at 8.50am. Students must be at school by 8.45am (bell). This ensures an organised start to the day. Being on time is a positive habit for life. No student should be on the school grounds before 8.00am. There is no supervision for students before 8.15am. Students who arrive before 8.15am are to sit quietly in the undercover area, near the senior amenities. At 8.15am all students are to move to the designated, supervised area. At the 8.45am bell, students walk directly to their classroom, to be well prepared for the day's activities. Student's arriving after 8.50am must present at the Office to collect a 'late slip.'

DAILY ROUTINE	
Before School	
8:15am	Students wait at the designated, supervised area
8:45am	Bell – Walk to class and prepare for learning
First Session	
8:50am	Begin learning time, in class
10:50am	Bell – Sit, eat, talk, tidy up
First Break	
11:00am	Bell – Play commences
11:25am	Bell – Transition Parades
Middle Session	
11:30am	Bell – Students return to class
1.40pm	Bell – Sit, eat, talk, tidy up
Second Break	
1.50pm	Bell – Play commences
2.05pm	Bell – Transition Parades
Afternoon Session	
2.10pm	Bell – Students return to class
2:50pm	Bell – Dismiss classes
After School	
3:05pm	Students must to report to the Office if uncollected

## EARLY DEPARTURE

Once children arrive at school, they are not permitted to leave the grounds during the day. Should a child need to leave the school grounds in the company of a parent, during school hours, the parent/caregiver must come to the Office to sign out the child. Children can only be collected by an adult who is on the child's emergency contact list, unless otherwise advised. The student meets the parent/caregiver at the office, or from the classroom if instructed by the Office. Early departures should not be a habit. Students leaving from inter-school sport must be signed out at the sports ground.