

# 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.

### **Aims:**

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 3:05pm 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 each term to mark the end of the school day.
- Children are not to be dismissed by teachers prior to the sounding of the bell, unless collected by a parent or designated adult.
- All students will be dismissed from classes in an orderly manner at the sound of the bell and supervised by all teaching staff outside the classrooms until 3.10pm.
- Students who have not been collected from classrooms by 3:20pm 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.
- The school dismissal bell may be delayed for a short period of time if inclement weather (such as a storm) is occurring or is imminent but is expected to quickly abate.
- 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:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

May 2013