



# ***Before and After School Supervision***

## ***Parent Notification***



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact Sunbury Heights Primary School on 9744 3377

Student safety at Sunbury Heights 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:** School grounds are supervised from 8:40 onwards.

**After school:** School ground exit points are supervised from 3:15 to 3:30pm.

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. sports practice).

Families are encouraged to contact our office staff on 9744 3377 or refer to our school website 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.

Sunbury Heights Primary School has in place a number of internal policies and procedures to respond to specific circumstances and potential risks in schools including:

- Camps and Excursions
- First Aid
- Yard Duty and Supervision Policy

For a copy of our school's Yard Duty and Supervision Policy please contact the school office and our administrative staff will share this with you. This policy includes Sunbury Heights Primary School's student supervision arrangements across the school day, including before and after school.