# Arrival & Dismissal Policy

## Help for non-English Speakers.

If you need help to understand the information in this policy, please contact Miners Rest Primary School on 03 5334 6328 or miners.rest.ps@education.vic.gov.au.

### Rationale

Well-coordinated procedures for students arriving at school and following dismissal of students from school improves student safety, enhances learning time, and improves communication between all stakeholders.

### Purpose

To provide clear procedures for students and families entering and exiting school each day.

### Implementation

The school is open for students and their families each day for 10 minutes prior to the formal start of the school day at 8:55 am.

The Principal may direct students arriving before 8.30am to attend the Out of Hours School Care (OSHC) Program on a fee for service basis. This direction would be actioned following a reminder to families of our supervision times and appropriate documentation being provided by parents/carers to support OSHC enrolment.

Formal instruction time begins at 8:55 am, when the bell rings.

All children are expected to arrive at school each morning between 8:45am, when the 'bag bell' sounds and 8:55 am, when instruction commences.

Students are not permitted to play on the playground before or after school without the active supervision of a parent/carer/guardian.

Students who arrive before 8.45am wait outside the buildings until doors are opened by staff at 8.45am.

The bell will sound at 8:55 am to signify the commencement of formal learning.

Three staff members will be on outside duty from 8.45am until 8:55 am.

Students who are late for school must report to the office staff where they will sign in as "Late", before going to class. Students will be provided with a 'late pass' from the office to give to their classroom teacher on arrival at class.

All children are dismissed at 3:20pm when the bell sounds.

No child is to be dismissed early from school without verbal or written permission from a parent or guardian, or principal class authorisation, and must be collected by an authorised adult known to the student.

Students must be “signed out” of the school if departing prior to dismissal time. A record of early departures is to be kept in the administration office and completed for all students departing the school early.

It is not permissible for anyone else to collect a child from the school without prior approval of a parent, guardian, or principal class member.

Parents picking up students before 3.20pm need to report to the office and students will be called via the school public address system or telephone to the classroom.

Three duty teachers will be supervising from 3:20pm to 3:35pm daily.

1. Front entrance of the school - Reads from the announcement sheet next to the Office PA system, that duty has concluded for the day at 3.35pm and remaining students should report to the administration office.
2. Eastside of school - Oval, other playgrounds and bike shed.
   Please note: The supervising teacher of the bike shed gathers bike riders on the Senior Learning Centre deck up on dismissal and walks with the students to the bike shed, unlocks the bike shed and supervises bike riders exiting the school grounds. Bikes are to be walked out of the school grounds, along the path between the school and kindergarten until they have reached Dundas St. before mounting.

3. Northside of school - Locks Medwell Oval gates, Davey Building toilets and Northside Admin entrance.

Children are required to leave the school grounds as soon as possible if walking or riding a bike.

Students can be asked to leave a playground at the discretion of the supervising teacher at any time. Children are permitted to play on the playground if they are actively supervised by a parent/carer/guardian.

Skateboards, rollerblades, and scooters must be carried by students at all times whilst on school grounds, and at the front of the school around dismissal times.

Students and parents are to enter the school via one of four locations:

1. Front gate

2. Kindergarten gate

3. Bike shed pathway

Students and parents can also exit the school at the end of the day via the gate at the North end of the Medwell Oval. Please note this gate is not accessible before school for security reasons. This gate is only accessible at the end of the day from 3:00 pm.

The staff car park and any other locations are out of bounds for students arriving and departing unsupervised.

An announcement at 3.35pm by the Southside supervising teacher will signify the end of after-school duty and any students still in the yard, who are not under active parental supervision, are to report to the office.

The office will contact parents / carers of any students remaining after 3.35pm. If contact is unable to be made, students may be directed by the Principal to attend the OHSC program on a fee for service basis. (this will only be enforced with appropriate supporting documentation)

Parents / carers have an obligation to be familiar with the contents of this policy, which will be available to the public on the school website. Key points will be highlighted in the school newsletter on a regular basis.

**Community Feedback**

We recognise that our school's practices must be regularly reviewed and updated in partnership with our families and local communities.

We encourage you to contact Miners Rest Primary School with any feedback, concerns, or suggestions.

**Communication**

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in the MRPS Operation Guide
- Annual reference in school newsletter
- Hard copy available from school administration upon request

**Review and approval**

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| **Plan last reviewed** | April 28th 2026 |
| **Consultation** | Inclusion & Engagement SIT and School Council |
| **Approved by** | Principal |
| **Next scheduled review date** | Before April 2029 or following a critical incident. |