



Before and After School Supervision - Parent Information



Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

Policy

Student safety at Aitken Creek 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 8.50am each morning until 9.00am.

After school: School grounds are supervised from the end of the school day at 3.10pm until 3.20pm.

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.

Families will be informed of supervision arrangements via the normal school communication procedures. Communication will:

- advise of the supervision arrangements before and after school
- request that the parent/ carer make alternate arrangements, if supervision beyond the school arrangements are required

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Families are encouraged to contact Craigieburn West YMCA on (03) 8371 0500 or refer to the [website](#) for more information about the before and after school care facilities available to our school community.

For a copy of our school's Yard Duty and Supervision Policy please contact the school office who can provide this in hard copy. This policy includes Aitken Creek Primary School's student supervision arrangements across the school day, including before and after school.

Communication

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

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request