



Before and After School Supervision Parent/ Carer Notification

Student safety at Grovedale West 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 gates and grounds are supervised (fifteen minutes before the start of the school day) at 8.45am – 9.00am
- Staff will be on duty at 8.45 am on the Noila Street gate.
- Staff will be on duty near the Prep entrance and the basketball courts
- Staff complete their duty at 9.00am to attend class and other work.
- The Heyers Road and Wingarra and Burdoo Drive Crossings are supervised by the City of Greater Geelong
- The Heyers Road front entrance gate is closed to traffic when children are entering and exiting.
- The Noila Street Crossing has flags and requires parent to supervise their children at this crossing. Staff monitor the gate for students entering and exiting.

The inner school grounds are restricted to staff and students only. Students should not enter this area until staff begin duty. Parents should supervise their children before 8.45am or ensure that they are supervised by an adult. Parents who need to drop their children at school before 8.45am and cannot provide supervision, are recommended to enrol their child in Before School Care.

After school:

- School gates and grounds are supervised at 3.15pm until 3.30pm
- Staff will be on duty at 3.15pm on the Noila Street gate.
- Staff will be on duty near the Prep entrance and the basketball courts
- The Heyers Road and Wingarra and Burdoo Drive Crossings are supervised by the City of Greater Geelong
- The Noila Street Crossing has flags and requires parent to supervise their children at this crossing. Staff monitor the gate for students exiting.

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 Jennifer Mathews in Out of School Hour Care or the Office 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.

Our school's Yard Duty and Supervision Policy is on the school website. This policy includes Grovedale West Primary School's student supervision arrangements across the school day, including before and after school.