



# IMMACULATE HEART COLLEGE

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

## SUPERVISION POLICY

## **Supervision of Students**

Immaculate Heart College strives to care for and protect its students, and to provide them with a safe environment.

### **Hours of Supervision**

Duty of Care at Immaculate Heart College commences at **8.30am** and ends at **3.30pm** each day. These are the official starting and finishing times of supervision offered by the Staff of the College.

The school day begins at 8.45am and ends at 3.10pm. Parents are asked to bring their children to school no earlier than 8.30am and to collect them as soon as possible after the final siren which sounds at 3.10pm.

### **Drop-off and Collection Times and Procedures**

Parents are asked to bring their children to the College no earlier than 8.30am as teachers will be attending Mass from 8.00am to 8.25am and no supervision will be available until 8.30am. If any parents need to bring their children to school before 8.30am, they must deliver them to the Chapel wherein the Staff can offer supervision during Mass.

In 2015, the College has made provision for students who arrive earlier than 8.30am (sometimes the school buses arrive earlier than scheduled). As the Chapel has been moved to the Parish Centre this year, a simple Duty Roster has been devised to cater for students who might arrive at school sooner than 8.30am and who would therefore not be in view of the Teaching Staff. The Duty Roster involves a daily rotation of one member of staff for Area 1 and one for Area 2 not attending the Mass but, rather, being in their respective classrooms and keeping a watch over any students who arrive early.

Because preparation and set-up time usually takes longer in the Kindergarten than in any other part of the school, parents are asked to stay with their children until 8.45am or to deliver them at that time, if possible. This allows the Class Teacher and the Education Assistant to set-up for the day without interruption. From 8.45am to 9.00am, parents can assist their child to settle in by guiding them to place their lunchbox and drink bottle in the appropriate locations, and even to read or play educational games with their child. A hand-held bell is rung at 9.00am for parents to leave and for the official start to the day in Kindergarten.

Parents are also asked to deliver their children to the classroom if in Kindergarten and Pre-primary, and to collect them in the same way at the end of the day due to the young age of the children. All other children can either be delivered to their respective classrooms or be dropped off in the Car Park where the students walk along the Student Pathway Lane to get to either Area 1 or Area 2.

If parents are going to be late to collect their child from the school at 3.10pm, they are asked to phone the school and to provide a reason and an approximate time of collection. The College will arrange for a member of staff to remain on duty for these children; usually the Class Teacher. However, if the Class Teacher is not available, the children will be minded by a teacher in either Area 1 or Area 2. If this is not possible, the children will be minded by the College Principal and/or Administration Staff members. In all cases, Duty of Care will be provided under such circumstances.

### **Written Authorisation**

Parents must provide the class teacher with written notification if someone other than the usual person is to collect their child. This note must be given to the teacher prior to collection of the student. The person who comes to collect the child must also sign in and out at Reception ('Sign-in/Sign-out File' exists on the counter). These precautions are in place to secure the safety of all children of the College.

## Car Park Rules

The following Car Park rules apply to drop-off and collection procedures:

1. There are three lanes in the College's temporary blue metal based Car Park; the 'Student Pathway Lane', the 'Bus Lane', and the 'Parent Vehicle Lane'. The rest of the Car Park is assigned to parking; that is, parking along the edge of the Multipurpose Hall, the fence line of the Parish, and the fence line of the school grounds. All members of the College community have received a thorough explanation and a hand-drawn mud map of the Car Park layout.
2. The Car Park is a 'Shared Zone'; shared between vehicles and pedestrians (students, parents, staff, visitors to the College, etc.). Hence, the speed limit is 10kms per hour. Signage exists in strategic places to inform all drivers.
3. Parents must enter the College and drive down the 'Parent Vehicle Lane'. Parents can either stop along the way, if no other car is behind them, and drop off their children along this lane as there are access ways (dips in the windrows) to the 'Student Pathway' or they may drive through to the end of the 'Parent Vehicle Lane' and park their car in the designated areas. From there, students may make their way to their classrooms or they may be escorted by the parents.
4. The PTA Bus parks in the park which is adjacent to the oval. Students walk from there to their classrooms and back to the bus at the end of the day.
5. At the end of the school day, students are collected by their parents from the classroom. Older students may go to their parent's vehicle but **only if** the vehicle is parked in a place close to the classroom and one that does not require the student to cross the busy Car Park. **STUDENTS MAY NOT, UNDER ANY CIRCUMSTANCE, CROSS THE BUSY CAR PARK ALONE.** All students must be accompanied by an adult in order to cross the Car Park. If there is no adult present, students must wait at the gate of either Area 1 or Area 2 to be collected by their parents.

## **Supervision during the Day**

Children will be supervised at all times during Recess and Lunch time. A Duty Roster exists for teachers who take turns during the course of the week in the supervision of children during these times.

During Recess and Lunch time, all children from Pre-primary to Year 6 go to Area 2 where they sit to have their Morning Tea (10 minutes eating time) and Lunch (15 minutes eating time). This allows for proper eating and digestion time, as well as conversation time amongst the students. Kindergarten children have their Morning Tea and Lunch under the supervision of the Kindergarten Teacher in Area 1.

Children are allowed to play once they have finished eating and upon the approval of the teacher on duty. The teacher on duty checks to see that they have left their area clean of rubbish and food scraps. He/she then gives the students permission to take their Lunch boxes to their bags or designated area. The Duty Teacher will check to see that the children are wearing their hats. The rule that applies is: ***No hat? Play in the shade!*** (See *Sun Protection Policy*).

Duty Teachers must also wear a hat and their strap-on medical bag with emergency supplies, such as, Epi-pens, Ventolin, saline wash, Band-Aids, Savlon, Wet Ones, and other such items. Teachers will only administer medication for minor injuries. In the case of an emergency, the injured or sick student, or another student will be sent to Reception to seek assistance from the Principal. The Principal and Education Assistant have current First Aid Certification ('Apply First Aid'). A phone call will be made to the student's parents to inform them of the incident (see *Ill Students, Medical Conditions, Medication Policy*).

There are always two teachers on duty at Recess and Lunch time. One teacher watches students in the Multipurpose Hall and nearby grassed area whilst the other teacher watches students on the College Oval. Both teachers liaise and decide who will be watching the students with Special Needs, such as the child with autism who needs to be watched stringently to eat his food.

