

Student Collection

Purpose of this policy

To ensure schools have procedures in place for the safe collection of students from school, both during and after normal school hours.



Policy as outlined by the Department of Education

Principals must ensure parents/guardians are:

- aware of the procedures to collect students during school hours
- advised of the school's supervision times after school while students wait to be collected. It is important that schools clearly inform parents when playground supervision will be provided and that no formal supervision of the playground occurs outside those hours.

School Arrangements

Note: Parents are responsible for the collection of students from school or a school activity.

School Supervision:

8.30 – 8.45 am – A teacher on duty on the basketball court and Sandfield Reserve Gate

Classrooms open at 8.45 am

3.15 – 3.30 pm – Five teachers on duty to support dismissal at the end of the school day.

- Tattler Street Top Gate
- Tattler Street Lower Gate
- Rowellyn Ave Front Gates
- Bike Shed
- Sandfield Reserve Gate

PARENTS ARE ADVISED THAT ... THE PLAY EQUIPMENT IS OUT OF BOUNDS AT THE END OF THE SCHOOL DAY AND NO SUPERVISION BY STAFF IS PROVIDED.

- Play equipment provided for students during school hours has been designed and placed in areas of the school suitable for the differing age of the children.
- The play equipment in the junior school is suitable for school age students between the ages of 5 and 8 years of age when properly supervised.
- The play equipment near the bike shed is designed for students from the age of 8 when properly supervised and
- The triangular climbing frame is suitable for senior students from the age of 10 years when properly supervised.

Arranging for student collection

During school hours

This table describes how schools should manage a request for a student to be collected from school during school hours, particularly primary students.

Parent	Collect their child from school or authorise a relative or friend to collect their child. Notify the school if they are going to be late to make alternative arrangements for collection of their child/ren.
School	Must only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child.
School	If the authorised person collecting the student is not known to the school, verification of identity using suitable photo identification (such as a driver's licence) must be sighted by school personnel.
School	Schools must record the details of when a student has been collected early from school including the: <ul style="list-style-type: none">▪ date and time▪ reason for the collection▪ person who received the child (including this person's signature).

Note: Only where a student is considered to be sufficiently mature (i.e. secondary students) to leave the school grounds independently they are able to do so with a valid reason and the knowledge and consent of their parents.

Arranging for student collection

After school hours

This table describes how schools should manage a student who is normally collected from school but is still at school beyond normal collection time, particularly primary students.

School Attempt to contact: the parents, the emergency contact person identified in the school records AND other known contacts.

The principal is not required to accede to a demand, request, instruction or demand from a parent of a student at the school to supervise their child after the end of the school day.

The principal is not legally required to comply with the request of a parent that his / her child be supervised after the end of the school day until their ability to collect them.

Parent

Children cannot be left at the school office should a parent determine they will be late for collection

NB: The school has an Out of School Hours Care (OSHC) facility where students can receive appropriate supervision. Costs are related to use of the program.

NB: If your child is not able to access OSHC, it is the parents' responsibility to collect their child and provide supervision not the school or to make alternative arrangements.

School Leave details of the student's whereabouts with the school office and or with friends of the student, emergency contacts or next door neighbours.

Should a parent not provide a reasonable solution or make alternative arrangements for collection, the principal will implement following Department recommendation.

Consider contacting the police or Department of Human Services to arrange care and protection if: all reasonable attempts to locate the appropriate responsible adults, as per Stage 1 above, fail and it is well beyond reasonable collection time (30 minutes post end of the school day)

