



St Joseph's Catholic School

Queenstown

GUIDELINES FOR THE PERSONAL SAFETY OF STUDENTS AT ST JOSEPH'S CATHOLIC SCHOOL

RATIONALE

These measures and arrangements are adopted to ensure the personal safety of students enrolled at St Joseph's Catholic School.

Leaving the school grounds.

- Students are not to leave the school premises or grounds during the school day unless accompanied by a responsible adult.
- Students leaving for necessary appointments must be collected from their classroom or the school office by the responsible adult. If the adult is not the student's parent or guardian the class teacher must be notified in writing in advance.
- All students leaving during the day must be signed out through the School Office.
- In other extraordinary circumstances, students are only to leave the school grounds during the school day with the permission of the Principal.
- In the case of emergency or illness, an injured or ill child will be sent by the teacher(s) to the School Office, where the necessary arrangements will be made to contact parents and/or emergency contact persons for the child to be collected and taken home.
- If a parent/emergency contact person is unable to collect an injured or ill child, the Principal may drive the child home or may give authorisation to a member of staff to do so.
- In the case of a more serious injury or illness that requires immediate or emergency attention, the child will be transported directly to the hospital by ambulance.

Morning arrival of students

- Children are to arrive at school no earlier than 8.30 am, which is the official commencement time of supervision by teachers. Classes start at 8.50 am and it is expected that children will arrive before that time. Children are to be dropped off either in the Orr Street car park or walked into school.
- If, for a pressing family reason a child has to arrive at school prior to 8.30 am, parents are requested to inform the Principal in writing of the child's arrival time and the reason for the early arrival.
- If a child is to arrive later than 9.00 am, it is expected that the parents will make contact either by telephone, message or in writing to inform the teacher/s of the child's late arrival.
- All late arrivals must report to the School Office before proceeding to class.

Exiting school grounds at the end of the school day

- Parents are requested to collect their children at the specified close of the school day i.e. 2.50 pm for Kindergarten – Grade 6 students. If, for an unusual or emergency reason parents will be late in arriving to collect children, they are requested to telephone the School Office to inform of the expected time that they will arrive.
- Children, who are waiting to be collected after 3.00 pm will be sent to the School Office, from where parents will collect them.
- Children are not to play on school grounds or play equipment at the end of the school day. They are to immediately exit the grounds with their parents, gather to catch bus or walk home.

Absence of students

- Parents are requested to telephone the School Office prior to 9.30am to inform of their child/children's absence and the reason for the absence. If the absence extends beyond one day, parents are asked to telephone the School Office each day the child is absent.

- Parents are requested to inform the Principal in advance of any anticipated extended absences from school, eg. for health, family or holiday reasons.
- The Principal and the class teachers will monitor continued and unexplained absences of students. The Principal will contact parents if there is concern about a child's continued or unexplained absence, so that discussion may take place between the parents and the Principal to work towards a solution to the concern.

*This policy and associated practices will be reviewed as part of the
St Joseph's Catholic School policy review cycle.*

Implemented October 2005 Revised October 2007