



## Como Primary School

### Before School and After School Procedures

#### Before School

##### Primary School Area

All students are encouraged to arrive at school between the times of 8.30-8.45am.

If students arrive before that time they are to sit in the undercover area.

A staff member will be on duty from 8.15am supervising the students in the undercover area.

Playing with balls will begin at 8.30am

On Tuesday and Thursday (when available) students who arrive at 8.15 will be able to read in the library till 8.30am

##### Early Learning Centre Area

Students are encouraged to arrive between the times of 8.35-8.45am

If a student arrives before that time they are to remain with a parent/guardian and sit on the bench –No playing on the equipment. Doors will open at 8.45am

If an older brother/sister is caring for a pre-primary child before school they may sit in the undercover area and when the siren goes bring the pre-primary student down to the student's classroom.

#### After School

When the bell rings at 3.05pm students are to find their parents and leave the school.

Any child who is waiting for a parent to collect them can only wait at the gate near the school hall on Coode Street where they will be supervised by a member of staff.

Jellybeans will pick Kindergarten, Pre-Primary and year 1 students from classrooms.

Students who are still at school at 3.20 will be taken by administration to the school office where parents/guardians will be contacted.

Students from the early learning centre who are not picked up by 3.20pm will be moved to the school office where parents will be contacted.