

SCHOOL TIMES

Time	Session/Event
8.45am (music from 8.42 for 3 mins.)	All teachers are present in classrooms. Open door to welcome students/parents Organising time for students
8.50am	Start: Take roll (hard copy) /messages. Organise tub for office R.E Leaders will lead whole school in meditation
9-11am	TEACHING SESSION 1 - 120 mins.
11-11.10am	bell to begin eating lunch inside classroom, then bell to exit at 11.10. Please ensure children do not take food wrappers outside
11.10-11.50am (music from 11.47 for 3 mins.)	LUNCH RECESS (40 mins.) Yard duties organised into 2x20mins. Music means move. All students and staff should be ready to enter classrooms at 11.50am
11.50-1.50pm	TEACHING SESSION 2 - 120 mins.
1.50-1.55pm	bell to begin eating snack inside classroom, then bell to exit at 1.55pm. Please ensure children do not take food wrappers outside
1.55-2.35pm (music from 2,32 for 3 mins.)	SNACK RECESS (40 mins.) Yard duties organised into 2x20mins. Music means move. All students and staff should be ready to enter classrooms at 2.35pm
2.35-3.30pm	TEACHING SESSION 3 - 55 mins.
3.30pm	Concluding bell

School Gates: Opening and Locking Procedures

GATE	OPENING (Morning)	CLOSING (Morning)	OPENING (Afternoon)	CLOSING (Afternoon)
1. Staff Carpark Entry Gate	first staff member on arrival	9.15am student leaders	3.30pm Learning Support Officers	last staff member on departure
2. Staff Carpark Double Gates	first staff member on arrival	9.15am student leaders	3.30pm Learning Support Officers	final car using this space on departure
3. Prep Entry Gate	Mary on arrival	9.15am student leaders	3pm student leaders	4pm Mary
4. Art Room Entry Gate	Mary on arrival	9.15am student leaders	3pm student leaders	4pm Mary
5. Main Entry Gate	8.15am Office Staff	9.15am student leaders	3pm student leaders	4pm Office Staff
6. Back Gate	8.35am Playground Duty Teacher	9.15am student leaders	3pm student leaders	3.45pm Back Gate Duty Teacher
Overflow Double Gates	To remain locked during normal days. Only unlocked to cater for large community gatherings. <u>Please DO NOT PARK in front of these gates</u>			