

## St Mary's Dismissal Procedures/Policy

### RATIONALE

At St Mary's we believe that our CARE motto highlights the need for safety, particularly with movement in and around the school premises.

### AIM

- Provide a range of dismissal procedures that are safe for children and convenient for parents.

### GUIDELINES

- Each afternoon classes will assemble in the shade area and children will be dismissed when the bell rings at 3.10pm. Teachers will then direct children to walk to their parents if they are in the playground.
- Those children, who cross the road to attend OOSH, catch the bus or walk home will line up in a designated area of the playground. These children will be taken across the road by the *designated duty* teacher.
- Parents using the Pick Up system will apply for a laminated sign from the office, showing their child's name. The sign will be displayed in the front windscreen of the car. The teacher on *pick-up duty* will call the child's name (using the school mobile microphone) and the child will walk to the side gate (Myrtle Street). Children will be seated along the fence parallel to Myrtle St.
- Parent volunteers will be at the side gate to open the car door for children to get into the car so that parents can collect their children and move off quickly and safely. The volunteers will wear a coloured vest so that they are easily identifiable by both children and parents.
- Parents who are not using the Pick Up system will park in the car park opposite the school in Pine Street, not in the car park near the drive through bottle shop.
- Parents are asked to use the pedestrian crossing to enter the school via the small gate and exit via the main entrance (the ramp).
- Parents are asked not to park in areas marked *No Standing* or in the area outside the Presbytery.
- If parents are collecting a number of children it will be the responsibility of the eldest child to make sure that the group is sitting together.
- Children will be reminded to listen carefully for their name and watch for their parent's car when waiting in the shade area.
- In the event of wet weather, parents are encouraged to collect their children from the classroom any time after 3.00pm.

**EVALUATION**

The policy is evaluated annually. The evaluation will examine the success of the policy through comments from the school community.

**Signed:** \_\_\_\_\_  
**Principal**

**January 2013**  
**Policy Date**

**Review: January 2014**