ST JOSEPH’S 2016 SCHOOL ROUTINES

Daily Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30</td>
<td>Warning Music</td>
</tr>
<tr>
<td>8.35</td>
<td>School Bell: Session 1 of Learning</td>
</tr>
<tr>
<td>10.35</td>
<td>Eating time</td>
</tr>
<tr>
<td>10.45</td>
<td>Play time 25 minutes</td>
</tr>
<tr>
<td>11.08</td>
<td>Warning Music</td>
</tr>
<tr>
<td>11.10</td>
<td>Session 2 of Learning</td>
</tr>
<tr>
<td>1.10</td>
<td>Eating time</td>
</tr>
<tr>
<td>1.20</td>
<td>Play time 20 minutes</td>
</tr>
<tr>
<td>1.38</td>
<td>Warning Music</td>
</tr>
<tr>
<td>1.40</td>
<td>Session 3 of Learning</td>
</tr>
<tr>
<td>2.50</td>
<td>Pack up Music</td>
</tr>
<tr>
<td>3.00</td>
<td>Dismissal</td>
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</tbody>
</table>

Morning Routines

Prep – Year 1
Morning supervision begins at 8:15am. In Term 1, Mrs Burke will be on duty and a second teacher will come on duty at 8:25am. Please do not leave your child unsupervised until a staff member arrives for Supervision Duty.

Monday
- Upon arrival at school, Prep and Year 1 students are to move straight to the Hall with their bag.
- Bags are to be placed in the allocated area in the Hall.
- Prep and Year 1 students may play in the Hall area only.
- No additional sports or play equipment is to be used in the Hall.
- When the Warning Music sounds (8:30am), Prep and Year 1 students are to get ready for Assembly.

Tuesday – Friday
- Upon arrival at school, Prep and Year 1 students are to drop their bag at their port rack and put on their school hat.
- Prep and Year 1 Students are to play in the Early Years playground and sandpit areas only.
- When the second teacher comes on duty (8.25am), students may play on the Early Years Oval area.
- No additional sports or play equipment is to be taken out during the morning.
- When the Warning Music sounds (8:30am), Prep and Year 1 students are to get ready for the school day and line up outside their classroom.

Years 2 - 6

Morning supervision begins at 8:15am. In Term 1, Mrs Luscombe will be on duty and a second teacher will come on duty at 8:25am. Please do not leave your child unsupervised until a staff member arrives for Supervision Duty.
- Upon arrival at school, students are to drop their bag at their port rack and put on their school hat.
- At 8:15am, Mrs Luscombe will collect any students in Years 2 – 6 from the Undercroft and move to the Hall / Oval. Supervision occurs in the Hall and Oval from this time.
• When the Warning Music sounds (8:30am), students in Years 2 – 6 are to get ready for the school day. They are to move up to their class areas and line up in front of their classrooms (Tuesday – Friday) or line up in allocated areas for Assembly (Monday).
• Years 2 & 3 will use the main stairs from the Hall, past Year 3 and tuckshop. Years 4, 5 & 6 will walk through the Hall and use the Church stairs.

Afternoon Routines
• Teachers dismiss students at 3:00pm upon the bell. Students are expected to go directly to their arranged pick-up area.
• After school, the only supervised area is outside the Church at the roundabout where staff are on duty until 3:20pm. After 3.20pm any children remaining need to be collected from outside the office. If you cannot collect your child by 3.20pm please phone the office.
• When an after school activity (AusKick, GoSport etc.) is occurring on the oval/hall, parents are responsible for the supervision of their children. No child should be left unsupervised during this time.

Student Drop-Off and Pick-Up Areas

There are several methods of dropping off and picking your child/ren from St Joseph’s.

Roundabout – A drive-through set down / pick up option is available on Cecil Road and utilises the St Mary Magdalene Church roundabout. Please only use this area if your child is able to get in and out of the car unassisted.

This is an unsupervised morning drop off area. We ask for your cooperation for a quick drop off. Please be mindful not to hold up traffic behind you.

This is supervised from 3:00 – 3:20pm. Please follow staff instructions to ensure the safety of our students. It is left-turn only both in and out of the roundabout area to assist with flow of traffic. Please have your family name displayed clearly on your visor for to assist the staff on duty – these are available from the school office.

Please be aware of all line markings and signage along Cecil Road. This is regularly monitored by Queensland Police.

Tennis Court Parking – entrance on Cecil Road – Please park rear end of vehicle to fence. From here, students should be walked to and from the upper levels of the school via the stairs and crossings in front of the Church.


Walking School Bus (Active School Travel) – A walking school-bus departs from the Early Years area at approx. 3:10pm and students are escorted to Bowman Park for pick up by parents/caregivers. This service is run by volunteer parents. Days for 2016 are yet to be confirmed and further information will follow.

The Drive Staff Car Park - This is a dedicated parking space for school staff and Verbum Dei Missionary Sisters ONLY. There is one disabled park available here for community members. Please note that this area will undergo redevelopment early this year so please do be careful when walking through.
Attendance

St Joseph’s School has a responsibility to record student attendance and respond to instances of student absence. St Joseph’s School, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity. Parents and legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

If your child/ren will be absent from school for any reason, please contact the school by 9:00am on the day of absence. Our preferred methods are:

- Phone the Absentee Line: 3876 3701 and leave a message stating the child’s name, class and brief reason for absence
- Parent Portal: Use the Attendance Variation Tile (also available through the BCE Connect App) to record details of absence.

Staff at St Joseph’s record attendance by 9:00am each morning and after 2:00pm each day.

Late Arrival

A student is considered to have arrived late to school any time after the 8:35am bell. All students arriving late must be signed in by a parent or legal guardian at the School Office and will be given a late slip. This slip needs to be presented to the teacher when arriving at class. If they do not have a late slip, they will be sent to the School Office to sign in.

Early Departure

A student is considered to be leaving early any time before 3:00pm. All students departing school early must be signed out at the School Office by a parent or legal guardian. The parent or legal guardian will be given a Permission to Leave Early slip. This slip needs to be presented to the teacher when collecting the child from class.