



Saint Stephen's College

SUPERVISION BEFORE AND AFTER SCHOOL – SENIOR COLLEGE

Purpose

The purpose of this policy is to guide student and parent/caregiver decisions in relation to before and after school supervision of students in Years 7 to 12. The aim is to ensure the safety of our students.

Scope

This policy applies to all students, parents/caregivers in the Senior College.

Guidelines

- Saint Stephen's College's standard operating hours are between 7.55am and 3.30pm. There are no staff on duty on the grounds at other times. However, as a courtesy to families, the College provides supervision in the iCentre from 7am until 7.55am and from 3.30pm until 6pm.
- Once a student arrives at College in the morning, students are not to leave campus until 3.05pm unless they sign out by following the Early Departure Procedure. Students cannot, for example, be dropped at College at 7.30am and then walk to Coles for breakfast.
- If students are on campus before 7.55am or after 3.30pm, they must be in the iCentre, or at an extracurricular activity supervised by a staff member, as there is no supervision elsewhere on campus. Please note that students must not arrive at school before 7am unless they are at a supervised activity and students on campus after 6pm must also be at a supervised activity as the iCentre is not open at these times.
- A reminder announcement will be broadcast at 4pm each day reminding students to move to the iCentre.
- When a student leaves campus at the end of the College day (3.05pm), we assume parents are aware of their child's whereabouts.
- If a student leaves campus at the end of the College day and plans to return to an event or activity later the same day, we assume parents/caregivers are aware of their child's whereabouts between leaving campus and returning to the activity. However, the College encourages parents and caregivers to have their children remain on campus in the iCentre while waiting for after school activities as this is a safe supervised area. Students are not to go to Coles or other nearby shops for food. Please ensure you pack enough food for the full day, as there is no food available on campus after school.
- When students leave campus at the end of the College day, they must be in full College Day Uniform as per the Student Uniform and Appearance Policy.
- When students are in the community, they are representatives of the College, and as such, must adhere to the uniform and behaviour expectations of the College as outlined in the Student Code of Conduct. Students must be in Day Uniform in the community. The only exceptions are your allocated APS training day and Friday, when students are permitted to be in their full PE Uniform due to APS sport.