BEFORE AND AFTER SCHOOL SUPERVISION PARENT NOTIFICATION

Student safety at Ashwood School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Before and after school

Ashwood School's grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program OSCHwood (if available and the parent consents)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending OSCHwood.

Families are encouraged to visit the Ashwood School website or contact Rehmath Kahtoon, OSHCwood Manager on 0456 885 216 for more information about the after school care facilities available to our school community.

For a copy of our school's Yard Duty and Supervision Policy contact the Ashwood School office on 9807 7444. This policy includes Ashwood School's student supervision arrangements across the school day, including before and after school.