

# Tyers Primary School – School Hours Policy

## Purpose of this policy

To ensure Tyers Primary School provides the required amount of student instruction. All schools must provide a least 25 hours student instruction per week (exception provided for Prep students in January and February).

## Implementation

At Tyers Primary School the following timetable will be followed for day to day instruction of students:

Warning Music	8:47 am	
Classes Commence	8:50 am	
Session 1	8:50 – 10:50 am	(120 minutes)
Recess	10:50 – 11:20 am	(30 minutes)
Session 2	11:20 – 1:00 am	(100 minutes)
LUNCH	1:00 – 2:00 pm	(60 minutes)
Session 3	2:00 – 3:20 pm	(80 minutes)
Students Dismissed	3:20 pm	

Briefings for all staff, Monday 3:25 – 4:25 pm in Main Staffroom.

Professional Learning Team Meeting for teachers, Tuesday 3:25 – 4:25 pm.

## Exceptions

### Student needs

This table lists the circumstances when normal dismissal times can be altered for student's needs.

Circumstance	Description
Attendance for Prep students	<p>At Tyers Primary School Preps will attend school on Monday, Tuesday, Thursday and Friday during January and February.</p> <p>To make these adjustments to attendance times the principal must:</p> <ul style="list-style-type: none"> <li>• receive school council agreement,</li> <li>• develop a comprehensive communication strategy with parents ensure:               <ul style="list-style-type: none"> <li>- students are collected by the parent/guardian or another person authorised by the parent/guardian, or</li> <li>- provision is made for the care of the student during normal school hours, when the parent/guardian cannot collect the student or want them to attend school.</li> </ul> </li> </ul>
Small schools	Where no students arrive for the morning or afternoon sessions, teachers must remain on duty until normal dismissal time.
End of term	<p>Students may be dismissed:</p> <ul style="list-style-type: none"> <li>• after 2.30 pm at the end of terms 1, 2 and 3,</li> <li>• earlier than 2:30 pm on the last day of term 4 when:               <ul style="list-style-type: none"> <li>- school council agrees provided that the instructional period excluding recess and lunchtime is at least 240 minutes.</li> </ul> </li> </ul> <p>Important: When determining end of term dismissal times schools must:</p> <ul style="list-style-type: none"> <li>• consider the VicRoads school speed zone times,</li> <li>• consider coordinating dismissal times with neighbouring schools and Tyers Kindergarten.</li> </ul>

## Teacher needs

This table lists the circumstances when normal dismissal times can be altered for teacher's needs.

Circumstance	Description
Early dismissal for staff meetings and conferences	<ul style="list-style-type: none"><li>The Principal is not permitted to dismiss students before the normal time to hold meetings, conferences or discussions with staff unless there are exceptional circumstances, then</li><li>the principal (with School Council approval) may dismiss students early provided that the parent/guardians are notified in advance.</li></ul>
Strike action	<ul style="list-style-type: none"><li>When strike action is taken the Department expects:</li><li>Tyers Primary School will remain open and normal arrangements will apply, as far as practicable,</li><li>any student for whom a parent/guardian is unable to provide adequate care will be supervised at school,</li><li>the Principal is to be advised 48 hours before the proposed strike action of the teachers who will not be in attendance, and</li><li>principals to:<ul style="list-style-type: none"><li>arrange for the maximum number of students to attend school and make arrangements with those teachers who will be in attendance</li><li>make special timetable arrangements necessary for the day</li><li>make arrangements for any students to attend school when their families cannot provide adequate supervision at home</li><li>send a notice home to parents/guardians advising them of the arrangements that will apply</li></ul></li><li>Note: The Principal must timetable classes for all teachers present in an equitable way.</li></ul>

## Emergency circumstances

This table lists the circumstances when normal dismissal times can be altered for an emergency.

Circumstance	Description
Extreme weather conditions	<p>Schools are not closed on days of extreme heat or heavy rain. If there are extreme weather conditions:</p> <ul style="list-style-type: none"><li>midday recess may be reduced to no less than thirty minutes, and</li><li>dismissal time may be adjusted accordingly.</li></ul> <p>Important: Students should only be sent home when there is someone to look after them. Teachers must remain on duty until the normal time to supervise those students who remain at school.</p>
Emergencies	<p>When students need to be evacuated in response to an emergency, students should be:</p> <ul style="list-style-type: none"><li>supervised for the duration of an emergency and until the normal dismissal time, provided that it is safe for students to travel home, or</li><li>dismissed into the care of parents/guardians during the evacuation and the details must be recorded.</li></ul> <p>Note: Regional Director approval must be obtained to dismiss students. See: <a href="#">Emergency Management Planning</a></p>
Water and electricity disconnection	<p>When a disconnection:</p> <ul style="list-style-type: none"><li>will necessitate a school closure and prior notice is received the principal must:<ul style="list-style-type: none"><li>seek approval from the regional director before closing the school</li><li>advise parents/guardians of the likely time and date of reopening the school.</li></ul></li><li>occurs without prior notice to parents/guardians, students should only be sent home when:<ul style="list-style-type: none"><li>there is a parent/guardian at home to look after them and</li><li>there is no access to the Tyers Hall , or parents/guardians can be contacted to collect students from rural schools.</li></ul></li></ul>

## Related School Policies & Documents

This policy should be read and understood (but not limited to) in conjunction with the following school policies & documents:

- Supervision and Duty of Care Policy
- Emergency Management Plan

## Links and references

Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide

- [School Hours](#)
- [Emergency Management Planning](#)

Related Legislation

- *Education and Training Reform Act 2006*

## Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the School Hours Policy and revise the policy tri-annually or as required by completing a policy review.

School Hours Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 23/10/2018.