



St Fidelis Primary School

Morning Routine

Rationale

The safety of all students is most important. When students know what is expected of them each morning, it helps not only with the morning routine, but enables them to be ready to begin each day and maximise their learning time.

Expectations for Staff

- The teacher on duty will open the gates and the Senior Learning Area (SLA) at 8:30 a.m. each morning and will remain on duty until 8:50 a.m. when school commences
- The SLA and all gates will be locked at 8:50 a.m.
- The staff will open the gates at 3:00 p.m. and the teacher will be on duty in the afternoon until 3:30 p.m.
- In the classroom, ensure students are supervised from 8:30 a.m. and have appropriate activities for them

Expectations for Parents

- Ensure that your child arrives at school by 8:45 a.m.
- If you arrive before 8:30 a.m. please wait with your child in the office until supervision commences at 8:30 a.m. (NB Students cannot wait outside the SLA before 8:30 a.m.)
- If your child arrives after 8:50 a.m. please bring them to the office
- Parents are welcome to visit the classrooms between 8:30 a.m. and 8:45 a.m. to see their child's work and talk informally to the teacher (any matters about student progress or any concerns should be addressed in a formal meeting where the children are not present - please make an appointment)

- Parents are welcomed to stay for the morning prayer on the day designated by the teacher
- Parents should leave the classroom when the bell goes or after prayer so the students can begin their learning time
- If you are a parent helper, please sign in at the office before helping in the classroom

Expectations for Students

- Ensure that you arrive at school by 8:45 a.m.
- If you arrive before 8:30 a.m. please wait with your parent in the office until supervision commences at 8:30 a.m. (NB You cannot wait outside the SLA before supervision commences at 8:30 a.m.)
- When you arrive in the morning, put your bag in your classroom and you can choose to either stay in your classroom or play in the yard
- In the SLA to be in your own learning area, not the shared areas or foyer
- In the classroom it is quiet time for reading, finishing off work or helping out the teacher
- In the yard you can play modified ball games, but not play on the adventure playground
- When the bell goes move safely to your classroom
- If you arrive after 8:50 a.m. please go to the office

Implementation

This policy will be shared with parents at the beginning of each year and teachers will ensure that students know what is required.