



Sheoak Grove Primary School

CONFIGURATION OF THE SCHOOL DAY



Configuration of the School Day

This procedure relates to the whole school (K-6). It will work in conjunction with our Duty Roster and Procedure document, the school timetable and other documents such as *Crunch and Sip* and *Sun Safe* policies.

8:15 am - *Students can arrive*

The school day will begin with students and their families coming into the school from 8:15 am. Students and families will congregate in the area around the undercover area, including 'Tamworth Square', the basketball courts and the Waabin Playground. Games and equipment are available for students and families to play.

8:30 am - *Students can enter classrooms* (handbell)

At 8:30 am a handbell will ring, and students move into their classrooms to get prepared for the day. Parents can use this time to see teachers briefly. Where appropriate parents can do activities with their children.

8:40 am - *Start of the day* (Siren)

10:40 am - *Recess* (siren)

The first part of recess will be used for students to eat morning tea. Students can move off to play once duty teachers allow.

11:00 am - *Recess ends* (siren)

1:00 pm - *Lunch* (siren)

Students will eat in designated areas for the first 15 minutes of lunchtime. Students will be dismissed from those areas by the duty teacher. The second lunchtime duty will begin at 1:20 pm and will cease with the siren.

1:40 pm - *Lunch ends* (siren)

2:50 pm - *School ends* (siren)