

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: **MANAGEMENT**
762 - SCHOOL HOURS

Responsibility: Principal and Staff

This Policy was last ratified by School Council in September, 2024.

PURPOSE:

To outline the school's adopted routine which conforms to the requirements of the Department of Education and Training. (DET)

GUIDELINES:

- School will commence at 9:00 am each day.
- Morning recess will be from 10:55 am until 11:15 am.
- Lunch will be eaten in classrooms from 12:15 pm until 12:25 pm.
- The Lunch break will be from 12:25 pm until 1:15 pm.
- Afternoon recess will be from 2:15 pm until 2:30 pm.
- School will normally dismiss at 3:30 pm each day.
- School will dismiss earlier than usual immediately prior to school term holidays.
- Foundation children will not attend on Wednesdays during the month of February.
- On wet and hot days our timetable for the lunchtime break may be adjusted to 12:25 – 1:00 p.m. and the afternoon break may be also be adjusted to 2:00 – 2:30 p.m.
- Periods of remote and flexible learning may be implemented if school operational guidelines are changed in response to special circumstances (e.g. COVID19).
- In special circumstances it may be necessary for the Principal, in consultation with School Council, to vary this Policy.

WARNING BELL / MUSIC	8.55 a.m.	
CLASSES COMMENCE	9.00 a.m.	
Period 1	9.00 a.m. - 10.55 a.m.	(115 minutes)
RECESS	10.55 a.m. – 11.15 a.m.	(20 minutes)
Period 2	11.15 a.m. – 12.15 p.m.	(60 minutes)
LUNCH	12.15 p.m. – 1.15 p.m.	(60 minutes)
Period 3	1.15 p.m. – 2.15 p.m.	(60 minutes)
RECESS	2.15 p.m. – 2.30 p.m.	(15 minutes)
Period 4	2.30 p.m. – 3.30 p.m.	(60 minutes)
Students Dismissed	3.30 p.m.	