

SCHOOL HOURS POLICY

Rationale

Wheelers Hill Primary School has designated school hours to provide structure and routine for students, staff and parents.

1. Guidelines

- 1.1 Wheelers Hill Primary School provides at least 25 hours of student instruction per week (with the exception of Prep students in Term 1)
- 1.2 The school day at Wheelers Hill Primary School begins at 8.50am and concludes at 3.30pm.

2. Implementation

2.1 The School Day at Wheelers Hill Primary is structured as below

| TIME | SESSION |
|-----------------|---|
| 8.50-9.00am | Attendance Roll Marked Student preparation time |
| 9.00- 9.50am | Session 1 (first morning pupil instructional session begins) |
| 9.50-10.40am | Session 2 |
| 10.40-11.10 am | Recess |
| 11.10am-12.00pm | Session 3 |
| 12.00- 12.50pm | Session 4 |
| 12.50-1.00pm | Lunch - Eating time |
| 1.00-1.50pm | Lunch time |
| 1.50-2.40pm | Session 5 |
| 2.40-3.30pm | Session 6 |

The above hours align with the attendance requirements as outlined in the Victorian Government Schools Agreement.

2.2 At the discretion of the Principal, alternative arrangements may apply to Prep students in Term

1. Principals may dismiss Prep students
 - in January and February, no earlier than 2pm
 - during the remainder of Term 1, no earlier than 2.30pm.

2.3 Students who arrive at school after the 8.50am roll is taken will be marked as absent.

2.4 Alternative arrangements to the school start and finish times can be made at the discretion of the Principal for students with additional needs and requirements.

END OF TERM

2.5 Students can be dismissed:

- after 2:30pm at the end of Terms 1, 2 and 3

- earlier than 2:30pm on the last day of Term 4 provided the school council has been consulted and their views taken into account (as a means of considering the views of the school community) and the instructional period excluding recess and lunchtime is at least 200 minutes

3. Evaluations

3.1 The Education Sub Committee will review the effectiveness of the School Hours Policy on a cyclical bases in accordance with DET guidelines

Related policies and guides

Curriculum Framework policy

Curriculum Structure policy

Attendance policy

| Policy Area | Ratified by School Council | Next Review |
|-------------|----------------------------|-------------|
| Education | March 2021 | 2024 |