



Thursday 17<sup>th</sup> March 2016

### Entry into Classrooms in the Morning

Dear families,

I just wanted to update you on the situation regarding entry into classrooms before school of a morning.

It is vitally important that students are supervised when inside a classroom. Teachers are required to lock their classroom doors on all occasions when they are not in their room. This is for two main reasons – to ensure items are not removed or damaged by any visitors to the room, and to make sure that students are not left unsupervised in a classroom.

Often before school, teachers are finalising preparation for the day. They may need to come to the office to pick up paperwork or source a reference book, or share some information with another teacher. Every Thursday morning, all staff meet with me in the staffroom from 8:15-8:40 a.m.

The school gates are opened at 8:30 a.m. Yard duty begins at 8:40 a.m. Depending on an individual teacher's responsibilities in the morning, and the day of the week, classroom doors will be opened between 8:30 and 8:40 a.m. This will allow students to complete their pre-school bell "start of the day" tasks such as unpacking home reader books, putting chairs down, placing healthy brain food on their tables and placing their zippy community pouches in the class tub - all completed well before the 8:55 a.m. school bell. We encourage students to complete these tasks independently.

**Classrooms in the 1/2 wooden building:** It is difficult to keep classroom doors closed in the 1/2 wooden building, and thus ensure that students are not in the individual classrooms without their teacher. Over the next week, high bolts will be added to all of these three classroom doors. This will allow students to drop their bags in the corridor but will stop them from entering the individual classrooms unless the teacher has unbolted the door and is in the classroom. We ask parents of students in 1/2S, 1/2G and 1/2P **not to unbolt** the classroom door, as this defeats the purpose of us keeping students out until they can be supervised by a teacher. Reminder posters have been placed on the glass panels on each of these three doors to remind parents of our request.

**Meetings with staff:** As you can imagine, before school is a busy time. Once the music starts, teachers must immediately head out to their classroom line up area to collect their students. If you require to have an in-depth conversation with the classroom teacher, we suggest you make an appointment time with him/her so that you can have an uninterrupted conversation.

**Rainy days:** On days of rainy weather, students are not expected to head back outside to line up. Once they have completed their start of the day process, they can remain in their classroom with their teacher. Please be aware of the times listed above so that students are not left standing in the rain for too long in the morning.

We thank you for your support as we continue to aim to keep our students safe.

**Rhonda Cole**