



Woodlands Primary School

Before and After School Processes

At Woodlands Primary School, student safety is our highest priority. We value our strong sense of community, and by following the processes outlined below, we can maintain a safe and supportive environment for all students before and after school.

Start of Day Procedures

- Students should not arrive before 8:30am unless:
 - They are supervised by a parent or guardian, or
 - They are attending a supervised coaching session on school grounds.
- From 8:30am, students may enter school grounds and should go straight to their classrooms to prepare for the day (e.g., hanging up their bag and organising their belongings).
- Once students are ready, they may choose to play on the basketball courts only.
- The Line-up Bell will sound at 8:48am to let students know it's time to head to class.
- The Start Bell will sound at 8:50am to signal the beginning of learning time.

End of Day Procedures

- The End-of-Day Bell sounds at 3:00pm, marking the conclusion of the school day.
- The Home Time Reminder Bell sounds at 3:15pm to signal the end of after-school supervision and prompt families to leave the school grounds.

From 3:15pm onwards, supervision by school staff concludes. At this time, students must:

- have been collected by a parent or guardian.
- have left the school premises.
- be under the supervision of a coach or instructor for an authorised extra-curricular activity (e.g., Keyed Up Music).
- be in the care of Camp Australia, the school's official out-of-hours care provider.

Please note that the school cannot accept responsibility for students remaining on school grounds after 3:15pm.

At 3:15pm, Camp Australia assumes exclusive use of the playgrounds and oval in accordance with their agreement with the school. This arrangement is a requirement of the Education and Care Regulatory Unit (ECRU), overseen by the Department of Communities. Exclusive use ensures the safety and supervision of children in care by preventing contact with unauthorised adults or children.

Thank you for your support in keeping our school community safe, respectful, and well-organised. If you have any questions regarding before and after school procedures, please contact the school office.