



Mt Eden Normal Primary School

Te Whare Akoranga o Maungawhau

POLICY

School Hours

Rationale

Under the provisions of the Education Act, schools are required to be 'open for instruction' for a minimum of 2 hours in the morning and 2 hours in the afternoon. the Board of Trustees is responsible for determining instructional school hours and communicating these to the school community.

Students: The Board has a duty of care and an overriding responsibility for the physical and emotional safety of students during school hours. Parents have a legal responsibility to ensure appropriate adult supervision of their children outside of these hours.

Teaching Staff: The professional demands on teaching staff in discharging their duties and meeting the expectations set out in the Code of Professional Responsibility require a commitment of time that extends beyond the hours of the school day. The relevant provisions of the [Primary Teachers Collective Agreement](#) set out conditions of employment in relation to this, including leave provisions.

Requirements

- Teachers are expected to be at school in good time to meet their professional responsibilities and obligations to colleagues, parents and students, including the duties noted in the Primary Teachers Collective agreement and the professional expectations set out in the Code of Professional Responsibility. Teachers must be at school in good time to be prepared for the day and take formal responsibility for their classroom and students at 8.30am
- The Board does not accept responsibility for the supervision of children outside the hours of 8.30am-3.15pm. In the interests of safety, parents will be advised that children may be dropped at school no earlier than 8.15am, and must be picked up no later than 3.15pm. Supervision and any before or after-school care arrangements are their responsibility before this time

- Teacher are required and must make sufficient time available to attend professional meetings, participate in Professional Learning and Development programmes as required, be available on site for agreed supervision duties and ensure that assessment, planning and reporting obligations are met, in accordance with the relevant provisions of the Primary Teachers Collective Agreement
- Staff leaving the school during school hours are to notify the office
- Where circumstances arise that necessitate a staff member attending to a family event or emergency at short notice (and for which leave has not been previously authorised), permission to do so must be granted by the Principal or staff member with delegated authority. In such instances, appropriate arrangements must first be made to ensure student welfare and health & safety is at no time put at risk as a result of such circumstances, and managed in such a way as to minimise any possible disruption to teaching and learning programmes

Related Policies and Procedures

Related policies and procedures include:

Health & Safety Policy
 Classroom Release Time Policy
 Out of School Care Policy
 Supervision Policy

Signed: Ginny Parsons
 Chairperson

Date: June, 2018

Policy review details

Version / date: June, 2018
 Review cycle: Triennial
 Date for next review: June, 2021