

Hours of Operation Policy 2016

Aims

- A. To plan enough time to achieve desired learning outcomes, including play
- B. To fulfill the requirements of registration

Scope and Application

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Remarks

- A. We believe in the importance of play, particularly for young children, and believe our long morning break and lunch times are part of the educational program at our school.
- B. Part of belonging to a community is helping to maintain it. The students at school spend time every day doing "pack up" which is considered part of the educational program.

Number of Days Open for Instruction

- A. The number of days open for instruction is based on that of government schools.
- B. Pupil free days for the purpose of professional development and staff planning meetings are recommended by the teaching staff and approved by the council. From time to time, parents may organise and supervise activities for students rather than have a pupil free day or afternoon.

Hours of Instruction

- A. The structure of the daily timetable may be varied by the teaching staff according to the needs of the students and the curriculum.
- B. The hours of instruction will comply with the regulations (see below)
- C. The current timetable structure complies with the regulations and is detailed in Attachment A

Responsibilities

- A. It is the responsibility of the Coordinator to facilitate planning of yearly, term and weekly timetables according to this policy.

- B. It is the responsibility of council to ensure this policy is complied with.

Related Legislation

- A. School Education Regulations 2000, regulations 24-27
- B. Curriculum Framework
- C. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA

Related Kerry Street Documentation

- A. Term Planners
- B. Weekly Timetables
- C. Aims and Philosophy
- D. Curriculum Policy

Regulations

(24-27, School Education Regulations 2000) Pre-primary and primary programs have a minimum of 25 hours and 50 minutes instruction per week and a minimum of 4 hours and 10 minutes per day.

Kindergarten programs will provide at least 15 hours instruction per week.

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or the Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Current Timetable Structure
- B. Time for Instruction

Authorisation and Review

- A. This policy has been read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B. Policy reviewed by meeting of staff and council on 13/1/06
- C. Reviewed September 2012
- D. **Kindergarten hours added September 2013**
- E. Reviewed 19/09/2016
- F. To be Nov 2016

Helen Sugars Duff

Hours of Operation Policy 2016 - Attachment A

Current Timetable Structure

Kerry Street Community School Timetable 2016

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45 am					
9.00 am			<u>Music</u> 9.00-10.00am 4/5/6	<u>Blue Earth</u> 9.00-10.00am PP/1	<u>Gardening</u> 9.00-10.00am 4/5/6
10.00 am	<u>Gardening</u> 10:00-11:00am 2/3	<u>Art</u> 10.00-11.00am 2/3	<u>Music</u> 10.00-11.00am PP/1	<u>Blue Earth</u> 10.00-11.00am 2/3	<u>Gardening</u> 10.00-11.00am PP/1
11.00 am	<u>Morning Tea</u>				
11.30 am			<u>Music</u> 11.30-12.30pm 2/3	<u>Blue Earth</u> 11.30-12.30pm 4/5/6	
12.30 pm	<u>Lunch</u>				
1.15 pm		<u>Art</u> 1.15-2.15pm 4/5/6	<u>French</u> 1.15-2.15pm 1/2/3		<u>Park - Sports</u>
		<u>Art</u> 2.15-3.15pm PP/1	<u>French</u> 2.15-3.15pm 4/5/6		
3.15 pm	<u>Home Time</u>				

Hours of Operation Policy 2016 - Attachment B

Time for Instruction

10.1 Time for Instruction

Days open in 2016

Term	First day for students	Last Day for Students	Number of Days for Instruction
1	1 st February	7 th April	49
2	26 th April	1 st July	48
3	18 th July	23 rd September	50
4	10 th October	9 th December	45
Total			192 Days

Proposed for 2017

Term	First day for students	Last Day for Students	Number of Days for Instruction
1	1 st February	8 th April	47
2	26 th April	30 th June	48
3	18 th July	22 nd September	49
4	9 th October	8 th December	45
Total			189