



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

School Hours

Rationale

Schools are required by legislation 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.

Non-teaching Staff: Non-teaching staff are required to work contracted hours, with entitlement to rest breaks and leave as per the relevant collective agreement. Any variation to contracted hours must be at the discretion of and with prior approval from the Principal, or person staff member with delegated authority.

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 - Teaching Staff

1. 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 general supervision of students at 8.30am

2. Teachers 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
3. Staff leaving the school during school hours are to notify the office for health and safety reasons
4. 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

Requirements - Students

5. Children are required to attend school for the entire duration of the school day when it is open for instruction, unless sick or absent for a Principal-approved activity
6. The Board does not accept responsibility for the supervision of children outside the hours of 8.30am-3.15pm
7. 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*
8. Children at school between 8.15am and 8.30am are required to wait by the school hall, after which time general staff supervision commences
9. Children who are not picked up by 3.15pm should wait at the school office, with contact made with parents. Supervision and any before or after-school care arrangements are parents responsibility
10. Parents will be advised that children are not allowed to remain on site unsupervised outside of school hours

Related Policies and Procedures

Related policies:

- Health & Safety Policy
- Attendance Policy
- Out of School Care Policy
- Supervision Policy

Signed: Annette Quesado, Presiding Member, MENPS Board of Trustees

Date: June, 2023 V.3

Review cycle: Triennial

Date for next review: June, 2026