1. **Purpose:**

1.1 The safe and orderly dismissal of students at the end of the school day is essential to the smooth and effective running of the school.

1.2 Karoo ensures that all students are dismissed from classes at the end of the school day in a safe, predictable and orderly manner.

2. **Implementation**

2.1 - The school bell will sound at 3:30 pm each school day to mark the end of the school day. However, on the last day of Terms 1, 2 and 3 students are dismissed at 2.30 pm. Term 4 dismissal is at 1.30 p.m.

- Children are not be dismissed by teachers prior to the sounding of the bell, unless collected by a parent or responsible older person and have been signed out.

- Students who have not been collected from school by 3:45pm by parents or responsible older persons will be taken to the school office, where office staff will contact the parents.

- Frequently late parents will be brought to the attention of the school principal.

- After School Care is available at the school.

- Allocated staff members will be on duty at the end of the school day to monitor the orderly dismissal of students from 3:30pm – 3:45pm.

- The school dismissal bell may be delayed for a short period of time if inclement weather (such as a storm) is occurring or is imminent but is expected to quickly abate. In such cases, the delayed bell will be preceded by an announcement from the principal.

3. **Evaluation:**

This policy will be reviewed as part of the school’s three-year/annual review cycle

4. **References:**

Student Supervision Policy