

Anzac Park Public School Playground Procedures and Guidelines

RATIONALE

Anzac Park Public School is committed to ensuring a playground environment that is safe and supportive for the diverse needs of all students. Using a clear, structured approach, staff enhance safety, promote physical activity, and foster social development among students during playtime.

AIM

The playground procedures and guidelines aims to ensure:

- A safe and secure play environment for all students.
- All students are provided with adequate supervision whilst playing in the school playground.
- All teachers and school learning support officers are aware of the appropriate procedures, rights and responsibilities associated with playground supervision/duty of care; and
- An inclusive playground experience that accommodates students of all abilities.

IMPLEMENTATION

The School Day: Bell Times

8:30am - 8:55am - Before School Session	School is open. Students are to place their school bags in the designated locations and are permitted to play.
8:55am - 11:00am - Morning Session	Students line up in the designated areas to await their classroom teacher when the bell rings at 8:55am.
11:00am - 11:30am - Recess	Students sit down and eat their recess in their designated areas. Students are not permitted to begin playing until the teacher on duty gives permission at 11:10am.
11:30am-1:15pm - Middle Session	At the end of recess, students line up in the designated areas to await their classroom teacher.
1:15pm - 1:30pm - Lunch Eating Time	Students eat their lunch in classrooms, supervised by classroom teachers.
1:30 - 2:00pm - Lunch	Students can play in their designated locations.
2:00pm - 3:00pm - Afternoon Session	At the end of lunch, students line up in the designated areas to await their classroom teacher.
3:00 - 3:15pm - Student dismissal	Students are dismissed from their various locations. Students still on site waiting for parents at 3:15pm will be taken to the office.

Before School Procedures

- Parents should not send their children to school before 8:30am unless attending TeamKids. Students should not be on school site or waiting out the front of the school without parent supervision until this time.
- Between 8:30am-8:55am, students are to place their school bags in the following locations:
 - **Kindergarten:** Bamboo Grove. Students place their bags in the designated location and should then play on the Lower Terrace or Hall. Students are not to play in Bamboo Grove.
 - **Year 1 and Year 2:** Students place their bags in their designated class line on the Grandstand Steps. Once this is complete, students are to play in the Hall or the Lower Terrace.
 - **Year 3 - Year 6:** Students walk directly to their classrooms and place their bags in two neat lines outside their classroom. Once this is complete, students are to make their way to the Upper or Games Terrace. Students are not to dawdle or play in the school corridors or stairways.
- Students should wear their school hats. If they do not have a hat, students should be playing shaded areas.
- Students are only permitted to play with small tennis balls, or the small soft balls provided by the school. Big balls (ie soccer balls, basket balls, footballs) are **not** permitted.
- Teachers on playground duty are actively monitoring student safety on their designated playground.
- SLSO's on walkway duty should be monitoring student safety in the corridors and stairways, ensuring that Years 3-6 students place their bags at the classrooms and begin making their way down to the playground.
- Wet Weather Before School: Students make their way directly to classrooms, supervised by their classroom teachers. Students are not permitted in the playground.

After School Procedures

- Students will be dismissed by their classroom teachers from the following locations:
 - **Kindergarten:** Bamboo Grove. Students are to sit and wait for their parents/carers to collect them. Once the students sight their parent/carer, they are to inform their teacher prior to leaving.
 - **Year 1 and Year 2:** Front of School Steps. Students are to sit and wait for their parents/carers to collect them. Once the students sight their parent/carer, they are to inform their teacher prior to leaving.
 - **Year 3 and Year 4:** Teachers will walk their students to the front of the school. Students are to wait with their teacher until they see their parents/catch the bus. It is encouraged that they inform their teacher prior to leaving.
 - **Year 5 and Year 6:** Teachers dismiss their students at their classrooms and students exit the school independently.
- TeamKids Processes:
 - **Kindergarten:** Students attending TeamKids will be collected from classrooms by a member of TeamKids and taken to their roll call.
 - **Years 1-6:** Students are to make their own way to Team Kids roll call. Teachers of these classes remind students to go to Team Kids when making their way from classrooms to exiting the school.
- Wet Weather After School:
 - Communication to be sent to parents by 2:30pm indicating Wet Weather Pick-Up Arrangements.
 - Yellow signs to be placed at the front of the school by General Assistant or Administrative Staff.
 - **Kindergarten - Year 2:** Parents pick up students directly from classrooms, beginning at 2:45pm. Years 3-6 students who have younger siblings are permitted to also leave their classrooms at this time to meet/collect their younger siblings. K-2 teachers remain in their classrooms until 3:05pm, and then begin to bring their remaining students to the front of the school.
 - **Year 3 and Year 4:** Teachers will walk their students to the front of the school and will stand to the side of the glass doors. Students are to wait with their teacher until they see their parents/catch the bus. It is encouraged that they inform their teacher prior to leaving. Students who have younger siblings are permitted to be dismissed from their classrooms at 2:45pm to meet/collect their younger siblings.
 - **Year 5 and Year 6:** Teachers dismiss their students at their classrooms at 3:00pm and students exit the school independently. Students who have younger siblings are permitted to be dismissed from their classrooms at 2:45pm to meet/collect their younger siblings.
- Parents are required to ensure their children have been collected or have left the school grounds by 3:15pm unless attending TeamKids or other after-school activities supervised by a teacher or external company (i.e. Coding Club, Art Club e.t.c). Students still in the playground, at the Back Gate or the front of the school after that time will be brought to the school office by their supervising teacher and their parents will be contacted.

Playground - Roles and Responsibilities

Staff - Classroom Teachers

All Anzac Park Public School staff are expected to understand that:

- Supervision of students is the responsibility of all staff;
- A roster system will be used to timetable staff members for playground supervision;
- Playground supervision will include before school, recess and lunch breaks;
- Mobile phones are NOT to be used unless needed for an emergency;

UPDATED 10/07/2025

- Duty teachers may ask neighbouring teacher to supervise class during eating time to allow for a bathroom break before going out to the playground;
- If a major incident occurs that requires first aid assistance, teachers on duty must call the incident through to the Incident Hotline 1800 811 523.

Staff rostered to supervise students during morning, recess and lunch periods are to exercise all aspects of the Department of Education *Code of Conduct*, specifically, 'demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a courteous and sensitive manner when interacting with students, parents or caregivers, staff and the community'. Staff who are on duty are required to:

- Move/Scan/Interact with students - **MOVE** around the playground. Avoid standing in one place. Look around and **SCAN** all the areas. **INTERACT** positively with students, reinforce positive behaviour using the language of the school expectations: We are Safe, We are Respectful and We Endeavour;
- Ensure all students are following school rules;
- Reward students for exemplary behaviour using APPStar Tokens;
- Appropriately manage inappropriate behaviours;
- Follow-up playground incidents with classroom teachers, executive staff and/or principal in a timely fashion by completing the Yellow and Orange Level Incident Cards (Appendix 2) and providing this to the classroom teacher at the end of that break - Staff are not to leave this until the end of the day to follow up;
- Record any incidents in Compass;
- Be prompt at arriving at their playground duty location, and must ensure that all students have left the playground before completing their roster;
- Wear a high visibility vest when on playground duty;
- Carry the provided shoulder bag containing basic first aid supplies, APPStar Tokens and First Aid Cards. These bags should be checked fortnightly for supplies by classroom teachers. They will also be collected at the end of each term to be checked by administrative staff.
- Understand that casual relief teachers will be responsible for the playground duty responsibilities of staff members they are replacing unless otherwise organised;
- Approach unknown members of the general community in the playground or alternatively see an executive teacher to seek assistance.
- Swap with another staff member and inform the executive staff member responsible for the playground roster and their supervisor in the event that they are aware that they cannot fulfil their playground duty obligations due to appointments or excursion. If the excursion is a whole stage outing, please inform AP in charge of the excursion to make modifications to playground areas and roster for the day.
- Remain on duty in their areas at the bell to ensure that students line up correctly and are supervised until their classroom teachers arrive. Conversely, classroom teachers who are not on duty at the beginning of recess and lunch must supervise students in the playground until the duty teacher arrives.

Staff - Executive Team

In addition to the above responsibilities, members of the school executive have responsibility to support students and classroom teachers in managing and resolving behaviour issues and will follow the Department of Education 'Behaviour Policy', 'Restrictive Practice Policy' and the Anzac Park Public 'School Behaviour Support and Management Plan' (SBSMP) (Appendix 1). In particular, all executives will manage incidents through lunchtime reflections in the Lunch Reflection Room that involve students who have received Orange Level Incidents, including (but not limited to):

- Continued disruption to others
- Absconding from school grounds
- Abusive language i.e. Racist or discriminatory language, verbal threats
- Theft or forgery
- Bullying / Harassment
- Physical aggression
- Misuse of technology
- Throwing object over the balcony without intent
- Three Yellow-Level Incidents

Staff - Student Learning and Support Officers

School Learning Support Officers (SLSO's) are not to assume playground duty responsibility. Their primary role is to support students in the playground. SLSOs are not to sanction students for inappropriate behaviour unless in an emergency situation; otherwise, they are to seek the support of the duty teacher, executive staff members or the principal.

Students

All students at Anzac Park Public School are to adhere to the following expectations:

- Respect teachers' rights to courtesy, fairness and respect;
- Respect for other individuals and their property;
- Courtesy to other students and community members;
- No violence, discrimination, harassment, bullying or intimidation;

- Safety within the school and at all school activities;
- Wear a hat outside at all times, NO HAT? PLAY IN THE SHADE. K-2 students play in the Hall and 3-6 sit/play under umbrellas on Games Terrace/Rooftop Terrace or under the shade cloth on the Upper Terrace;
- Peaceful, restorative resolution of conflict;
- No toys to be brought into the playground from home.
- No soccer balls or basketballs to be brought in from home.
- Compliance with all school rules under the School Behaviour Support and Management Plan (Appendix 1)

Parents

All parents are expected to:

- Accept shared responsibility for student discipline;
- Communicate with school staff regarding behaviour;
- Support the school and the teaching staff in the presence of their children; and
- Treat all children without prejudice, disrespect or discrimination.

Playground Expectations and Rules

All staff duty bags include the following rules and expectations for a consistent understanding of all duty teachers (Appendix 3)

	K-1 LOWER TERRACE Slides: only one person going down at a time, sitting down with their feet forward. No walking up the slides. Students are to quickly move away from slide after their turn. No gymnastic games or wrestling games on the hills. Students are not to climb on the fence or play in the staircase area. No playing in gardens. Students to wear hats or play in the shade. All rubbish to be picked up off the playgrounds.
	K-2 HALL, GRANDSTAND & CANTEEN Hall: no balls in this area. Building blocks and other construction activities to be played in this area. Grandstand: sitting sensible on the steps, picking up rubbish, walking in this area. Canteen: students only buy food for themselves, use good manners, be patient and wait their turn in lines, they have their money and order ready. Supervise toilets. Students to wear hats or play in the shade. All rubbish to be picked up off the playgrounds.
	K-1 BAMBOO GROVE No balls in this area. Building blocks and construction activities are provided for quiet play.
	YRS 3-6 GAMES TERRACE The allowed balls are handballs (tennis balls) or school foam balls. No entering the garden areas, including the bamboo. Any students without a hat must sit under the umbrellas for the entire play time. There should be no physical games played, and games like soccer or tag should have minimal physical contact. All rubbish to be picked up off the playgrounds.
	YRS 3-6 UPPER TERRACE The allowed balls are handballs (tennis balls) or school foam balls. No entering the garden areas, including the bamboo, or the agricultural terrace. Any students without a hat must sit under the umbrellas on games terrace or play under the shade cloth for the entire play time. There should be no physical games played, and games like soccer or tag should have minimal physical contact. Play equipment should be used respectfully and safely. All rubbish to be picked up off the playgrounds. Play equipment should be used respectfully and safely.



YRS 4-6 ROOFTOP TERRACE

This is a space where older students can hang out to chat, play ping-pong / chess /checkers, or engage in other quiet activities. Table tennis equipment should be returned to its position. No balls (except for ping pong) should be used, there should be no running, and students should stay one metre away from balcony.

Students to wear hats or play in the shade.

All rubbish to be picked up off the playgrounds.



REFLECTION ROOM

The Reset Room serves as a dedicated space for students to engage in meaningful reflection and dialogue following conflicts or behavioural challenges. This space can be teacher and/or student directed. An executive staff member and/or SLSO will oversee the space.



LIBRARY

No running

Quiet play space. Students can read books or engage in the activities organised by library monitors, such as colouring in or playing Lego.

Out of Bounds

All Students	Kindergarten - Year 2	Year 3- Year 6
- Staff Carpark - Front of school (area outside of the glass doors) - Any fire exit stairwell or corridor (Orange, Green and Yellow stairwells) - Levels 2 and 3 - Classrooms - Lime Loft - Disabled toilets on Levels 2, 3 and 4 (unless under the supervision and permission of an SLSO or teacher) - All Bamboo that borders playgrounds	Additionally, K-2 students are not permitted in on the: - Rooftop Terrace - Upper Terrace - Games Terrace	Additionally, Year 3-6 students are not permitted in/on the: - Grandstand Steps - Lower Terrace (unless exiting from the slides of climbing wall) - Hall - Bamboo Grove

Inclement Weather Procedures

Extreme Heat

- At 32 degrees students and staff are reminded to drink water, wear sunscreen and play in the shade. Accommodations are made for those who require support in extreme heat conditions, including having the air-conditioned rooms of Iris 21, Caribbean 5 and Caribbean 6 being available for select individual students with additional needs.
- The library will remain open as a quiet space.
- If students are affected by the heat (ie. nose bleeds or asthma) they need a reminder to not run around and spend playtime in the library or hall.
- If the weather hits 35 degrees, it will be inside for eating and playing. Duties will need to be shared with buddy class or support teachers. The hall will also be opened and supervised by executive members of staff as a quiet space.

Wet Weather

- Thunderstorms and/or heavy rain inside eating and play;
- Drizzle same as extreme heat;
- Eating will be inside if wet weather is called, and duties will need to be shared with buddy class and/or support teachers;
- If the playground surfaces are totally wet and it has stopped raining, we eat inside for 15 mins and then go outside for play.

Poor Air Quality

- Reduced or poor air quality will be the same processes as Extreme Heat;
- Students with known allergies or asthma are encouraged to play in the library.

APPENDIX

1.  2025 APPS School_Behaviour_Support_and_Management_Plan.pdf
2.  2025 Yellow & Orange Incident Card.pdf
3.  APPS Playground Expectations