



# Parafield Gardens High School

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Quality Learning Quality Futures

## PGHS: Organising the school year, closure days and early dismissals procedure

### Purpose

This procedure provides direction to students, staff and families about how to manage the organisation of school days, early dismissal, student free days and the school year.

This procedure provides local PGHS information about the enactment of the Department for Education [Organising the school year, closure days and early dismissals procedure](#)

### Organisation of the PGHS school day

The start time is 8:40am and finish time is 2:25pm on Mondays, 3:00pm on Tuesdays, and 3:10 Wednesday-Friday.

PGHS has a 1595 minute timetable across the week with a 7 line timetable structure with 215minutes of instruction per line and an extended home group on Wednesday and Friday. There is a 20 minute recess break and a 40 minute lunch break daily.

### Early dismissal

On the last day of the school term school will finish at 2:10pm. Students will have a 15 minute HG from the end of lunch to the end of the school day.

Other early dismissals may be declared in the event of school events, extreme weather or other community events at the discretion of the principal.

All staff are to remain onsite until 3:10pm in the event of any early dismissal.

### Parent Consent

Parents will provide consent for early dismissals at the time of enrolment and permissions will be checked annually. Permission will be valid for the duration of the student's enrolment at PGHS.

### Student Free Days

Student Free Days and school closure days will be approved by Governing Council on an annual basis. Where possible student free days and school closure days will align with Parafield Gardens Primary School.



Government of South Australia  
Department for Education

## Roles and responsibilities

### Principal

Set or change the start or finish times of the school day (organise the school day) and the arrangements around providing preschool.

Set or change the start or finish times of the preschool day (organise a preschool day).

Make sure the preschool or school day is organised in line with this DfE procedure.

Consult with the school or preschool community, including staff, students and parents and relevant service providers on:

- proposed school timetables

Approve the organisation of the school day and school and preschool student-free days following endorsement of governing council.

Allow the early dismissal of children for approved early dismissals on a case-by-case basis.

Notify the Education Director as soon as possible of an early dismissal for 'extreme heat' scenarios.

Appropriately manage industrial arrangements including human resource decisions for staff when implementing this procedure.

Notify all parents of the approved school timetables, temporary school closure days for events of significance, student-free days and early dismissals.

Notify providers of services of student-free days and temporary school closures for events of significance.

Publish the dates of approved student-free days and approved temporary school closure days on their school website.

Recommend and seek endorsement by majority from the school's governing council for approved student-free days.

Provide a list of approved student-free days to the Education Director.

Help governing councils on recommending proposed school closure days for events of local significance to the Education Director.

Plan closures for building works through the nominated department coordinator.

Seek approval from the Chief Executive (or their delegate) for temporary emergency closures before implementation.

Make sure that matters are reported to the Education Standards Board by making a notification to the Regulation and Compliance unit, IRMS or the senior manager, Capital Works (as the case requires) as outlined in this DfE procedure.

Make sure students are adequately supervised by staff at all times when a school is open or in operation and students are in their care and control.

Make sure all records are managed, kept and stored in line with the department's policies and procedures.

### **Governing Council**

Endorse the proposed school day and timetabling organisation to make sure it reflects the school community's needs.

Endorse student-free days where appropriate.

Recommend a school closure day for events of local significance, where appropriate, after consulting with the school community, including staff, students and parents, to determine that the majority of the school community supports the proposed closure day.

## **Communication and review**

Outline:

- This policy has been developed in consultation with staff and Governing Council
- The policy is available on the school website
- The policy will be reviewed annually by Governing Council and Senior Leadership. The next review date is November 2022.

## **Record history**

Published date: June, 2021

## **Approvals**

File location: [https://drive.google.com/drive/folders/1yMwXDioJx-06A20\\_SdeeuCLRvt3rctO8](https://drive.google.com/drive/folders/1yMwXDioJx-06A20_SdeeuCLRvt3rctO8)

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Policy Officer: Principal, PGHS

Approved by: Governing Council

Approval date: To be ratified

Next review date: November 2022