

JUNIOR DIMISSAL PROCESS

Junior students are to be dismissed directly to their parents at the end of their class.

Teachers are to mark the roll standing up and not direct or start the class sitting on the floor as it compromises safety (and is not the premium level of tuition we strive to provide).

LATE PICK UPS

If parents are late, the teacher is to escort the student to the receptionist and let the receptionist know that the student requires supervision. The student should wait behind the reception desk until their parent arrives.

CROWD MANAGEMENT

To manage the flow of people around the studio, usher arriving students into the door/studio first. Then, dismiss students leaving to their parents.

TIMING

Finish the class in time for the dismissal process to be undertaken properly.

SUPERVISION

Teachers needing bathroom and/or short personal breaks should find time during class when things have settled down to quickly duck out. Always let the receptionist know if you have left your class.



**Teacher
1**

One teacher is to stand at the exit farewelling students and parents. Their job is to ensure every student is accompanied by their parent or carer. No student is to leave unaccompanied.

**Teacher
2**

The other teacher starts the next class, ensures students are calm and in the centre of the room and being engaged by the teacher. The students arriving/remaining should be easily distinguishable/separated from the students who are leaving.

**Instruct &
Prepare**

Ensure students also understand the dismissal process. Ask students, are you staying for the next class? Give advice about what students are to do if their Mummy or Daddy has not arrived.