School Times and Bells Policy

## Responsibility: Principal Acacia Hill School

## Effective date: 09/2019

## Review date: 28/08/2023

## Next review date: 28/08/2025

## Target audience Acacia Hill School staff and students

## The school day

The daily minimum instruction time for schools in the NT is 5 hours 21 minutes.

## Instructional time

Acacia Hill School has three instructional sessions per day:

Session 1: **2 hours 10 minutes** + Session 2: **1 hour 40 minutes** + Session 3: **1 hour 31 minutes** = **5 hours 21 minutes**

## SESOs

SESOs technically work 6 hours 15 minutes per day, not counting one hour of break, although they are counted as (92%) of full-time 7 hours 21 minutes per day employees.

## Teachers and 96% and 100% Administrative Officers

Teachers and AO 96 and AO 100 staff technically work 36 hours 45 minutes per week. The ‘standard’ workday is 8:00am to 4:21pm, which is 7 hours 21 minutes work time, not counting one hour of break.

## Acacia Hill School daily times and bells

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| **Time** | **What happens?** | **Bells** |
| 8:00am | Staff commence | - |
| 8:20am | Buses arrive.  Session 1 commences | - |
| 10:30am | Recess | Music (15 seconds) |
| 10:44am |  | Mid-recess chime |
| 11:00am | Recess ends  Session 2 commences | Music |
| 12:40pm | Lunch playtime | Music |
| 12:54pm |  | Mid-lunch chime |
| 1:10pm | Lunch playtime ends  Session 3 commences | Music |
| 2:41pm | Student departure time and end of school day |  |
| 3:00pm | End of day for SESOs except for 1 hour staff meeting once per week\* |  |
| 3:30pm | Teachers may leave |  |

\* This leaves 15 minutes ‘extra’ per week for additional activities/events

## To disable the bell on public holidays and school holidays

On the Redback bell/timer unit (mounted underneath the reception desk on right hand side)

* press the “Isolate” button – the button itself should then start flashing red and the display will show “TIMER DISABLED” – bells will now not be sounding.
* To re-enable, press “Isolate” button again and the button should stop flashing red and the display will go back to showing the time of the next scheduled bell.