EXTENDED HOURS LEARNING POLICY

Empowering safe, supported transitions into and out of the learning day

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Campus Lead for day-to-day implementation
Date adopted	September 2025 (reviewed October 2026)
Review cycle	Every two years
Next review	October 2028
Regulatory context	Ministerial Order No. 1359 (clauses 6, 10, 13); Education and Training Reform Act 2006 (Vic); Wrongs Act 1958 (Vic)

1. Purpose

This Policy outlines how Global Village Learning keeps learners safe, connected and supported during arrival and departure times that fall outside core learning hours. These extended times reflect our commitment to care, connection and community in line with child safety expectations and our shared duty of care.

2. Who this is for

This Policy applies to all learners, families and Guides involved in morning (8:00am to 9:00am) and afternoon (3:30pm to 5:00pm) ongoing learning at our campuses.

3. Our approach

At Global Village Learning, we aim to create a warm, purposeful learning environment for young people beyond the traditional 9:00am to 3:30pm school hours. These extended hours are not a separate childcare or OSHC program but an integrated part of our broader support for each learner.

4. Extended hours

- Guides are on-site and the program is available between 8:00am and 9:00am, and again from 3:30pm to 5:00pm.
- The site is not open outside these times. Gates will be locked before 8:00am and after 5:00pm.

5. Morning rhythm

- 8:00 to 8:30am: Calm arrival time, reading, personalised project work, quiet play or creative activities.
- 8:30 to 8:45am: Tidy and reset shared areas. Learners help return resources.
- 8:45 to 9:00am: Transition into the learning day. Guides support a smooth flow into the Learning Hubs.

6. Afternoon rhythm

- 3:30 to 4:45pm: Supervised activities such as rehearsals, music practice, personalised project work, games, or quiet time. A small snack may be available.

- 4:45 to 4:50pm: Pack up and prepare for the end of day.
- 4:50 to 5:00pm: Final sign-out, clean-up, and shared reflection or snack. All learners must be collected by 5:00pm.

7. Drop-off and pick-up

- Families must sign learners in and out using Global Village Learning's system.
- Only adults listed as authorised by the learner's family may collect them. New or unfamiliar adults will be asked to show photo ID.
- Changes to authorised pick-up people must be provided in writing.

8. If you are running late

- Learners must be picked up by 5:00pm. If this does not happen, Guides will contact families and emergency contacts.
- Repeated late collection may prompt a conversation to review arrangements and support a smoother transition.

9. Looking after our space

- Shared spaces and resources are everyone's responsibility. After each session, resources are returned and stored securely.
- Guides will ensure the site is safe, tidy and gates are locked once all learners have been collected.

10. Safety and wellbeing

- All Guides on extended supervision hold valid Working with Children Checks or Current VIT registration and are trained in child safety practices.
- Any concerns or incidents are handled in line with the Child Safety and Wellbeing Policy and the Child Safety Responding and Reporting Obligations Policy and Procedures, and are documented appropriately.

11. Staying connected

- This Policy is shared with all families when they join Global Village Learning and is available on our website.
- It is reviewed at the scheduled review date, or sooner if needed, to reflect our evolving community needs.

12. Related policies

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Supervision and Duty of Care Policy
- Visitor Policy
- Volunteer Policy.

Endorsement

Endorsement by Board	28 October 2026
Review date	October 2026
Next review date	October 2028