

DETERMINATION UNDER THE TEACHING SERVICE ACT 1980

DETERMINATION NO. 1 OF 2026

ATTENDANCE AND STUDENT SUPERVISION

I, Murat Dizdar, Secretary of the Department of Education make the following determination pursuant to section 13 of the *Teaching Service Act 1980*.

This Determination provides clarity around attendance and student supervision requirements for schools.

Definitions

School Day: Commencing from the first class, excluding period '0' or the first rollcall (whichever occurs earliest) and finishing when students are dismissed for the day. In a School for Specific Purposes where students may be dismissed earlier for operational reasons, the standard length of a school day is 6 hours from the commencement of classes.

Emergency circumstances: Includes matters relating to misadventure, natural disasters, utility emergencies impacting school operations, and serious student or employee health, safety and wellbeing issues.

Teacher: a person or officer employed permanently or temporarily in a full time or part time teaching position, other than at the Secondary College of Languages, under the provisions of the Teaching Service Act and appointed to a school. Unless otherwise specified in the award, a teacher will include a school teacher in training.

Principal: means a teacher appointed as such to be responsible for the management, organisation, administration, supervision and efficiency of a school and all departments in a school.

1. Hours of Duty

1.1 Teachers are required to be on duty when the School Day starts until the conclusion of the School Day.

1.1.1 On duty Teachers at the commencement of the School Day must be ready to commence their duties.

1.2 If deemed necessary by the Principal for the care and supervision of students, Teachers can be required to:

- a) be rostered on duty 30 minutes before the School Day starts; and
- b) remain on rostered duty for up to 30 minutes after the School Day ends to support the safe departure of students.

1.3 Teachers may be required by the Principal to be on duty beyond the hours outlined in Clause 1.2 for the following reasons:

- a) Attending staff meetings to a maximum of one hour per week.
- b) Attending parent-teacher interviews consistent with the teacher's professional responsibilities.
- c) Undertaking playground and bus supervision consistent with clause 1.2 and in accordance with the school supervision roster.
- d) participating in school events occasionally for the benefit of public education (NB. The relevant teachers must be consulted prior to the event).
- e) Responding to Emergency Circumstances.

1.3.1 Principals must consult with Teachers in developing the school supervision plan and also provide reasonable notice of any requirement to be on duty beyond the School Day, in accordance with Clause 1.3 a) through d) above.

1.3.2 In determining the reasonableness of requiring a Teacher to be on duty beyond the School Day for the purposes of Clause 1.3, the following must be taken into account:

- a) the existence of Emergency Circumstances;
- b) any risk to Teacher health and safety;
- c) any risk to student safety and wellbeing from a failure to be on duty;
- d) the operational needs of school in which the Teacher is employed;
- e) any notice given by the Principal of any requirement to work;
- f) any notice given by the Teacher of their reasons why they cannot work as required;
- g) the usual pattern of work of the school in which the Teacher is employed;
- h) a Teacher's family, work and care responsibilities and the ability of that Teacher to undertake the work.

2. Rostered Supervision Duties

2.1 The Principal is responsible for the development, implementation and evaluation of the student supervision plan in consultation with Teachers.

2.2 Recognising the duty of care to students, the school supervision plan must be based on a comprehensive risk assessment, taking into account the following factors:

- a) the age, number and nature of students;
- b) the finishing time of kindergarten classes;
- c) the layout and terrain of the school grounds, including split sites;
- d) proximity of play areas to busy roads;

- e) fixed playground equipment;
- f) climatic conditions;
- g) the activity being undertaken;
- h) emergency situations;
- i) potential hazards;
- j) transport arrangements;
- k) duties and workload of individual teachers;
- l) a teacher's family, work and care responsibilities;
- m) any other relevant risk.

2.3 Teachers must be allocated supervision duties in a fair and equitable manner.

2.4 The supervision plan should specify the supervision arrangements and responsibilities of Teachers at various times throughout the day and be distributed to all Teachers, including any casual teacher on site. Teachers should be given the opportunity to clarify their understanding of the plan and their role in it.

2.5 The supervision plan must allocate Teachers from the time the school formally accepts the students 30 minutes before the School Day starts until students safely depart the school at the conclusion of the School Day.

2.5.1 For Teachers allocated to supervision duties at the conclusion of the School Day, Teachers will ensure students have safely departed the school grounds and should normally complete their supervisory duties within 30 minutes of the conclusion of the school day.

2.5.2 If the Principal can reasonably expect that supervision duties may exceed the hours outlined under Clause 1.2, the relevant Teachers must be consulted.

3. Breaks

3.1 Teachers on duty for a full day are entitled to a minimum 30 minute unpaid break during the School Day.

3.2 In consultation with the impacted Teachers and to meet the needs of the school, the Principal may vary the time in which Teachers take their breaks.

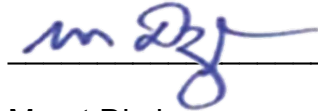
3.3 The 30 minute unpaid break should be one continuous block as much as possible.

3.3.1 Where it is not possible to allocate one continuous 30 minute break, the break can be allocated in two blocks.

4. Date of Effect

- 4.1** The provisions of this Determination become effective from the date on which the Determination is made by the Secretary and will remain in force until rescinded or varied.

Signed:



Murat Dizdar
SECRETARY
DEPARTMENT OF EDUCATION

Date: 29 January 2026