

23 April 2020

Dear Parents

We are implementing the following procedures from the beginning of Term Two as parents and caregivers are not permitted on school property other than to drop off and pick-up their children, at which time they must not exit their vehicle.

The following information is a guide for all families. The safety of all children is a priority at all times. We thank you in advance for your cooperation and patience with these new procedures as it is critical to the safety of all our students, staff and parents.

In regard to the pick-up and drop off procedures for Term Two these will be modified in line with the new guidelines enforced. These guidelines are outlined below and hopefully the safety of all our children will be paramount in our morning and afternoon procedures.

Please be aware that the [Basketball Court drop off and pick-up area](#) has been specifically allocated to provide a safe entrance and exit for all Kindergarten and Pre-Primary children. Therefore, this car park will be used as a "drive-through area" and not a parking area. Kindergarten and Pre-Primary students will be supervised at both drop off and pick-up times. Staff will accompany Kindergarten and Pre-Primary students to and from class.

Staff will also be at the pick-up and drop off designated areas in both the morning and afternoons to supervise our Year 1-6 children during pick up and drop off times. After 3.20pm all remaining children will be sent to the office where they can be picked up from the Administration carpark. Parents who utilise the church car park for pick up and drop of procedures are able to use the Smith Street Pick-Up.

To further assist with pick-up procedures and for ease of identification all families will be provided with a **Family Name (e.g. Smith Family)** which needs to be displayed on the dashboard or sun visor in each car. This will be sent home with your child when they attend school.

Please read the information below carefully and determine the drop-off and pick-up area for your family. This will be most important to discuss with your children to avoid confusion. Staff will be situated at each of the entry and exit gates.

[Drop-Off Procedures - Morning](#)

Kindergarten

- Kindergarten children may be dropped off at the Basketball Court Gate **at 8.45am**. Older siblings of Kindergarten children may also be dropped off at school at this time also and will not be marked as late.

Pre-Primary

- Students to be dropped off at the Basketball Court Gate **from 8.15am** where Staff will accompany them to their class. Older siblings of Pre-Primary students may also be dropped off at this entrance.

Year 1 – Year 6

- Students to be dropped off at School Drive Through (adjacent to the Canteen) from **8.15am**

Pick-Up Procedures - Afternoon

Kindergarten students (Afternoon – between 2:30pm - 3:00pm)

- Kindergarten students will be picked up at **2.30pm** on Monday, Wednesday and Friday from the Basketball Court Gate. Staff will accompany students from Kindergarten to the gate.

Kindergarten students with older siblings.

- Siblings of Kindergarten students will also be permitted to be picked up at **2.30pm** on Monday, Wednesday and Friday from the Basketball Court Gate (students are to notify their teacher of this arrangement).

Pre-Primary, Year 1 and Year 2 (Afternoon – between 3:00pm -3:20pm)

Basketball Court Gate (enter from Russell Street)

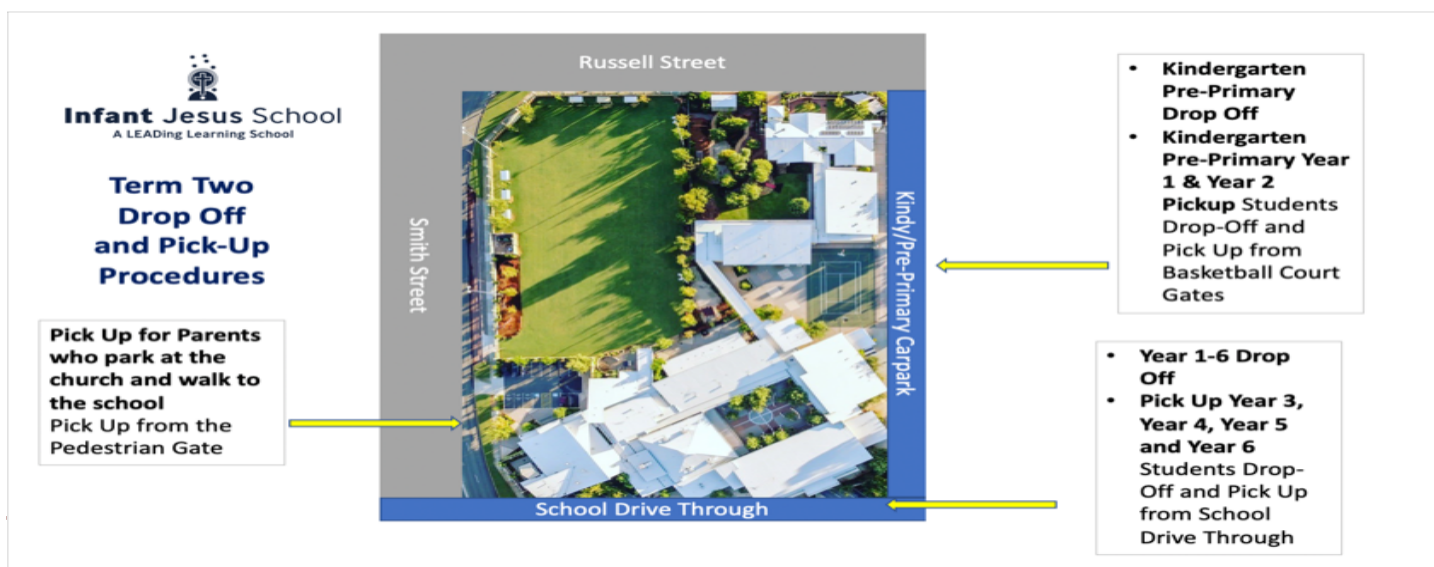
- Staff will accompany Pre-Primary students to the gate.
- Year One and Year Two students will be supervised and will be collected from Basketball Court gate
- Siblings of Pre-Primary, Year 1 and Year 2 students need to go and meet their younger sibling/s at this pick-up area also at 3.00pm (Parents to discuss this with their children to avoid confusion)

Pick-Up Procedures Year 3 to Year 6 (Afternoon – between 3:00pm -3:20pm) from the School Drive Through (adjacent to the Canteen)

- Year Three, Year Four, Year Five and Year Six students (without younger siblings in Kindergarten, Pre-Primary, Year 1 and Year 2) are to be collected at School Drive Through
- Year Three, Year Four, Year Five and Year Six students with younger siblings (excluding Kindergarten) need to go and meet their youngest sibling at their pick-up area. **(Parents to discuss this with their children to avoid confusion)**

Parent Parking at the Church Park and walking to school

- These students are to be picked up at **Smith Street Pedestrian Gate** (next to the school office)
- This needs to be communicated and arranged with your children so pick up will occur in this area.



Classroom Work Packs

For parents choosing to keep their child/ren at home the collection of work packs will be available to parents from 10.00am on Wednesday 29th April. These work packs will be available from the School Office. We ask you to please ensure social distancing practices for our school administration staff and make sure that some patience is exercised during this time.

Attendance Survey

We would like to thank the many parents that have already completed the **Attendance Survey** that was distributed earlier this week via Seesaw. To clarify:

- Question Two in the survey was asking whether attendance was likely after the Wednesday 29 April Term Two commencement date. As our CEWA position will be reviewed on 18 May.

During this period, our staff will continue to ensure that we best support our students learning from home, as well as those students who may be at school. We acknowledge that it will be important to maintain regular contact between the students, parents and caregivers.

We thank you for your assistance and support throughout these unusual times.

Yours sincerely



Paul Hille
Principal