



ST JOHN'S SCHOOL

12 Tamar St, Rangeway WA 6530

PO Box 7156, Geraldton WA 6531

Tel. (08) 9920 0100

23 April 2020

Dear Parents and Carers

I am writing to provide details in regards to arrival and departure procedures for students engaging in learning onsite from Wednesday 29 April. These procedures have been implemented as per the directive outlined in the letter that was sent to all families on Tuesday 21 April. Parents and carers are not permitted on school property other than to drop off or pick up their children, at which time they must not exit their vehicle. If parents and carers are walking their children to and from school, they should undertake their drop off or pick up at the front gates. To help explain the drop off and pick up procedures, two maps are attached to this note. Please also note the following points:

- Parents/carers with children in Kindy to Year Two will use the Staff Carpark Kiss and Drop
- Parents/carers with children in Years Three to Six will use the Church Carpark Kiss and Drop
- Parents/carers with children across both of the above groupings will use the Staff Carpark Kiss and Drop
- Staff will be on duty in both locations before and after school to assist the students, including walking the younger students to their classrooms, as required
- Parents/carers are asked to drop their children off between 8:15am and 8:45am
- Parents/carers are asked to pick their children up between 3:00pm and 3:15pm
- Kindy and Pre Primary students with older siblings are permitted to be dropped off prior to their usual respective 8:45am and 8:30am start times
- Upon arrival at school, all students will go immediately to their classrooms
- The procedure for the Staff Carpark Kiss and Drop are:
 - Staff cars will only be permitted in the bays closest to the road and at the very southern end of the Staff Carpark
 - The bays next to Kindy/Pre Primary fence will be empty with bollards and rope in place
 - The bays in the middle of the southern end of the Staff Carpark will also be empty
 - Parents/carers enter the Staff Carpark in the usual manner
 - Parents/carers drive slowly through the Staff Carpark and stop as directed by the staff in the Kiss and Drop Area
 - Students exit the car
 - Parents/carers may only get out of the car to assist their children who are in a booster seat
 - Staff will walk Kindy and Pre Primary students to their classrooms through the Kindy/Pre Primary Gate that is usually used to enter the Kindy/Pre Primary Area
 - Staff will assist Year One and Year Two students to their classrooms through the Carpark Gate
 - Parents/carers drive out of the Staff Carpark via a gate that is usually kept locked
 - As parents/carers are exiting, they are requested to only make a left hand turn on to Tamar Street to ensure the traffic flow is not interrupted
 - In the afternoons, the same procedure will be followed with all students mustered, with social distancing, on the paved area at the front of the school inside the Carpark Gate
 - Students will be called and supervised as they walk to the cars in the Kiss and Drop Area
 - Parents/carers may only get out of the car to assist their children who are in a booster seat

- The procedure for the Church Carpark Kiss and Drop are:
 - Parents/carers will enter and exit via Banksia Street
 - Parents/carers are asked to drive slowly through the lower Church Carpark then turn left in the upper Church Carpark
 - The bays in this area will be empty
 - Parents/carers stop as directed by the staff in the Kiss and Drop Area
 - Students exit the car
 - Staff will direct the students to walk down the steps to their classrooms
 - Parents/carers exit by driving in front of the Church entrance doors and then proceeding back on to Banksia Street
 - In the afternoons, the same procedure will be followed with all students mustered, with social distancing, on the Top Oval
 - Students will be called and supervised as they walk to the cars in the Kiss and Drop Area
- Parents/carers who walk with their children to school will be met by a staff member at the Front Gate
- We have been advised that there will be limited bus services
- Students who catch the bus will follow the usual procedures upon arrival at school and upon departure in the afternoons
- Day care buses will continue to use the bus bay at the front of the school

- The procedure for dropping off a child after 8:45am:
 - Parents/carers park their car on the verge at the front of the school
 - Parents/carers call the School Office on 99 200 100
 - A staff member will come to the Front Gate to discuss the reason for being late and complete the Student Sign In/Out Book
 - A staff member will escort your child from the Front Gate to their classroom

- The procedure for collecting a child prior to 3:00pm:
 - Parents/carers park their car on the verge at the front of the school
 - Parents/carers call the School Office on 99 200 100
 - A staff member will bring your child to the Front Gate to discuss the reason for the early departure and complete the Student Sign In/Out Book

As these procedures are new, parents/carers are asked to be patient and courteous. We welcome any feedback in regards to how the procedures work, positive or constructive. All feedback will be reviewed.

I would like to thank you all in advance for your co-operation with the Staff of St John's School as we work to keep all staff and students safe and well. Please do not hesitate to contact me should you have any further questions.

Kind regards



Mrs Melissa Marquis
PRINCIPAL

KINDY TO YEAR TWO DROP OFF AND PICK UP



