



MINCHINBURY PUBLIC SCHOOL

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Principal: Ms Rebecca Webster

26 May 2020

IMPORTANT CHANGES TO SCHOOL PICK UP

Dear parents & caregivers,

As you are aware, we have made changes to drop off and pick up procedures to try to minimise visitors to the school grounds. This is to ensure that our cleaning and physical distancing can be maintained.

We are pleased to say that our **drop off procedures are working well**. Thank you for your support in this area. However, there are **concerns around pick up procedures in the afternoon that require us to change the procedures currently in place**.

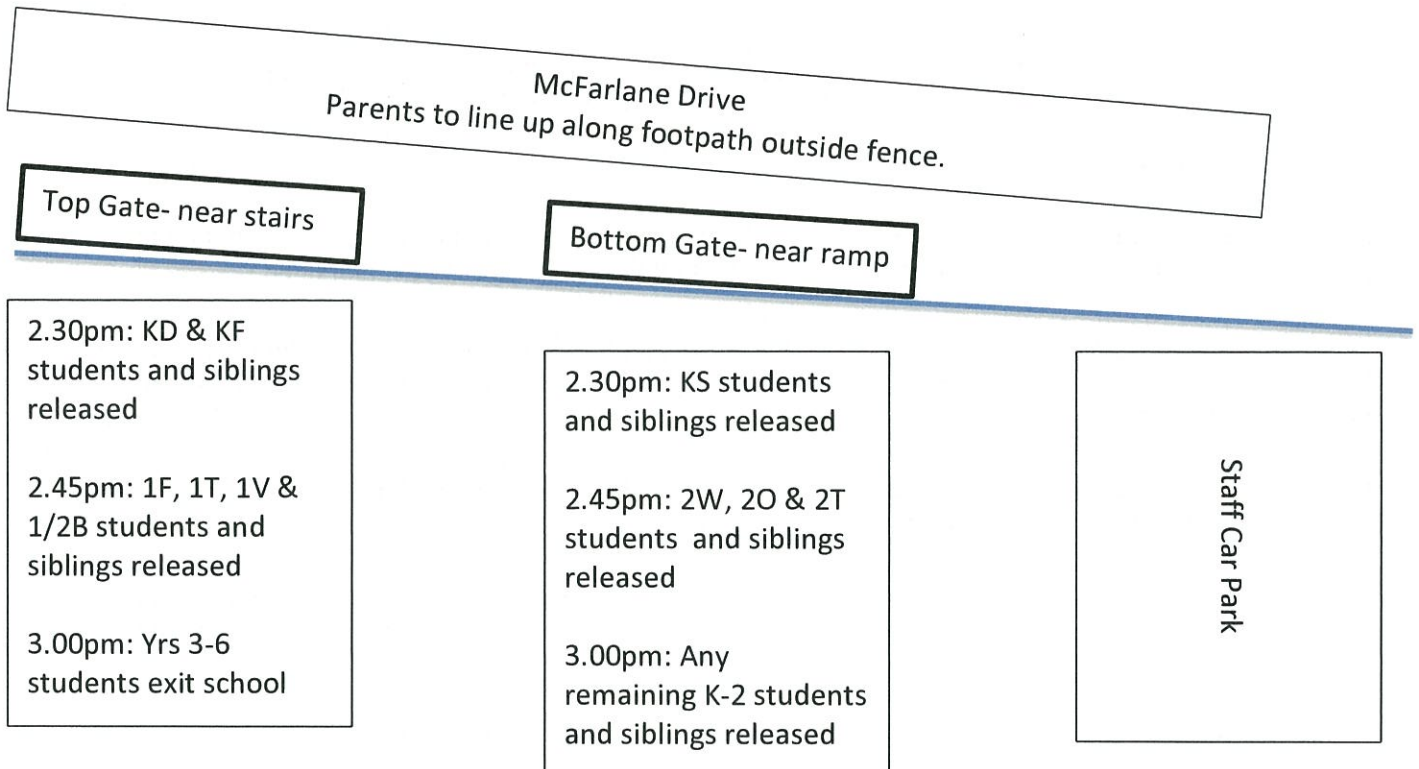
We will continue to ask parents to drop off students at the front or back gates. Teachers will be at the gates to support parents and students during this process.

As of tomorrow, Wednesday 27 May, the afternoon pick up procedures will be changed to allow us to keep students, staff and community as safe as possible and to reduce adults on the school site. The following will occur as of tomorrow:

- **All students will be released from school at the front gates. The back gates will be locked.**
- **Parents will need to wait outside the school** for dismissal time. We ask parents to wait along the paths outside of school, maintaining physical distancing as best as possible. **Parents will not be able to enter school grounds at this time.**
- Students will be released in a staggered way.
- **At 2.30pm, kindergarten students and their siblings will line up at the front gate** (see map attached to indicate where each class will be released and at what time). Parents are to line up along the footpath outside the fence. **As they get to the front of the line, teachers will call their child/ren to the gate and release them to the parent or carer.**
- **At 2.45pm, Year 1 and 2 students and their siblings will line up at the front gate** (see map attached to indicate where each class will be released and at what time). Parents are to line up along the footpath outside the fence. **As they get to the front of the line, teachers will call their child/ren to the gate and release them.**
- **At 3.00pm, Years 3, 4, 5 & 6 students who have not already left with younger siblings will be released from their classrooms** and will need to move to the front gate and go home from there.
- **Any child who does not get picked up at their designated time will be supervised in the hall until 3.00pm.** At this point, K-2 students will line up with the supervising teachers. Parents are to line up along the footpath outside the fence. **As they get to the front of the line, teachers will call their child/ren to the gate and release them to the parent or carer.**

At Minchinbury Public School we are a motivated and respectful community of learners.

- We ask that parents **do not arrive early**, as this will increase congestion and make it more difficult to release the students quickly.
- **During the day, all school gates will be locked.** If you need to come on to school site for an urgent reason, **please call the on 98231488 prior to coming to school.** We will be able to work out the best way to assist you.



2.30pm: Kindergarten students and their siblings released to parents at the front gate (see map for your child's gate location)

2.45pm: Year 1 & 2 students and their siblings released to parents at the front gate (see map for your child's gate location)

3.00pm: Years 3-6 students released from classrooms. Move to top front gate (see map for gate location)

3.00pm: Any remaining K-2 students and their siblings released to parents at the bottom front gate (see map for your child's gate location)

3.00pm: K-2 Before and After school Care students to be collected by Before and After School Care worker from the hall

Yours sincerely,

Mrs Natalie Bourke
Deputy Principal