

To ensure we are following the Department of Education's direction that '**Parents and visitors will drop students at the gate and not enter the grounds**' we have developed guidelines for how you can safely drop and pick up your child/ren to CPS.

- Until further notice, **all students** are to enter and exit the school from **CROMARTY RD ONLY.**
- **Please do not enter at any other points of the school i.e. from Mountainbell or Pearson.**
- The school will be open from **8.35am** and students are to go directly to their designated areas. **Students are not permitted on site before this time** unless they are attending OSHC. OSH will organise a collection regime with individual parents.
- Kiss and Drop will be open in the morning and afternoon and we encourage families to use this method to drop off and pick up. Staff will be supervising at all times.
- Students are encouraged to walk or ride to school if possible
- Staff will be assisting with monitoring students entrance and exit to ensure that we are maintaining physical distancing of 1.5 m on entering and exiting the school.
- All students will be required to wash/sanitise their hands before entering the classrooms.

More detailed guidelines for each year level is outlined below;

Kindy/PP

- To reduce the number of parents collecting students at the same time, we will implement a staggered approach to drop off and pick up of Kindy and Pre-Primary students. Please see the times in the table below.
- Entrance will be through the side gate on Cromarty Road.
- All families are asked to wait with their child until collected by their Teacher/EA.
- Whilst waiting with your child please maintain the recommended *1.5m social distancing* from others and please leave immediately once your child has been collected.
- To assist in this approach being successful, we ask that families adhere to the times, so we are able to move students to and from their classrooms effectively.
- At the end of the day, students will be brought back to the gate on Cromarty Rd to meet their parents at the times outlined in the table below.

CLASSROOM	DROP OFF - AM	PICK UP- PM
ECE 1 – Mrs VanDenBerg/Mrs McKee	8.35	2.45
ECE 2 – Mrs Rimmer/Ms James	8.45	2.50
ECE 3 – Mrs Jenkin	8.55	2.55
ECE 4 – Mrs Jackson/Miss Nat	9.05	3.00
Support person to assist with am and pm sessions.	M, T: Mrs Etherington	M, T: Mrs Etherington
	W, Th, Fri: Mrs Morgan	W, Th, Fri: Mrs Morgan
	M – F : 1 EA per session	M- F: 1 EA per session



Churchlands

Primary School

Year 1 and 2

- Each morning, teachers will be waiting for their students at the front of the school, to the left of the administration block.
- Parents need to drop their child at the front of the school at the designated times allocated in the table below and students can make their way to their teacher.
- At the end of the day, teachers will dismiss their students from the same place.
- Please see the table below as to where each teacher will be waiting each morning.

TEACHER	LOCATION	Drop Off time	Pick up - pm
Ms Trotter	Outside Room 1	8.35	2.45
Mrs Greyling	Next to the uniform shop	8.35	2.45
Miss Coghill	On the grass next to the rose garden	8.45	2.55
Mrs Austin	In the seated area of the sculpture garden	8.45	2.55
Mrs Samsa/Mrs Key	At the entrance of the administration block	8.55	3.00
Mrs Osterberg	On the grass between the sculpture garden and the staff carpark	8.55	3.00
Support person to assist with am and pm sessions.	Mon – Thur: Mr Johnson Mon and Tues: Mrs Cockerill Wed, Thur, Fri : Mrs Chapman Friday: Mrs Fraser 1 x EA Mon - Fri		

Year 3-6

- All students in Years 3-6 will enter and exit the school between the administration building and the tennis courts **from 8.35 am**
- Staff will monitor the entrance and exit of all students from Cromarty Rd.
- Students to wait at the entry point and will be directed by the supervising staff to go to their classrooms, where their teacher will meet them.
- Students will be dismissed at 3pm and are to exit through the same way they entered – they are then to be picked up, or walk/ride home from Cromarty Road.

These measures will be in place from **Wednesday 29th April** and any adjustments will be made based on

Year level	LOCATION	Drop of Time	Pick up - pm
3 & 4	Tennis Court and Admin Building	8.35	2.45
5	Tennis Court and Admin Building	8.45	2.55
6	Tennis Court and Admin Building	8.55	3.00
Support person to assist with am and pm sessions.	Mon and Tues: Ms Russell Mon, Tues, Thurs: Mrs Idle Wed, Thur, Fri: Mr Howesmith Wed and Thur: Mrs Fraser 1 x EA Mon - Fri		

the Government and Departments Directions which will be in line with current advice from the Health Department.

Your support in ensuring these guidelines are enforced is greatly appreciated. **As at 28/4/2020**