



## St Damien's Catholic Primary School DROP OFF and PICK UP PLAN & SCHOOL BOUNDARIES

***Please be aware that all plans of the school are subject to the student enrolment numbers the school has. These plans were written on the assumption that the school was catering for the vast majority of students returning. The school may make alterations to these plans (within reason) if it suits the attendance, staffing and physical capabilities of the school.***

### Justification

It is the direction in CEWA schools that:

*From the start of Term Two, parents and caregivers are to be advised that they are not permitted to exit their vehicles when dropping off or collecting their children.*

*If parents and caregivers are walking their children to and from school, they should undertake their drop-off or pick-up at the school gates.*

*Schools are required to make arrangements for parents and caregivers to drop and collect students at designated locations.*

*A designated drop-off and collection point and attendance of a staff member should be arranged for younger students (Three-Year-Old Program, Pre-primary and Kindergarten) and students with disability.*

St Damien's Catholic Primary School will set up a system to support this directive but must also take into account the traffic situation around our school community.

St Damien's CPS requests as many parents as possible use the Vehicle Drop Off / Pick Up as reasonably possible as this method is able to be applied in a manner that best supports the health and well-being of students, staff and parents.

If your Youngest Child is in grades(s)... <small>(During this time we will send out grade appropriate staff to assist and greet students)</small>	Requested Drop Off Time	Requested Pick Up Time
Kindy or Pre-Primary	8:30am - 8:45am	2:00pm - 2:30pm
Years 1-3	8:45am - 9:00am	2:30pm - 3:00pm
Year 4-6	9:00am - 9:15am	3:00pm - 3:15pm
Naturally, parents may use alternate times (Between 8:15am and 3:15pm) if it suits their own needs; however, we ask for parent support of these staggered times if possible.		

## School Boundaries and complications

St Damien's Catholic Primary School is a unique school that has different boundary limits. The gates and fences are actually **inside** the school grounds. This decision was made to maintain an 'open' feel and appearance to our school, our fence was not designed to be a boundary mechanism under such current circumstances. The school cannot, in the interest of protecting student and staff health, allow families to come to the gates, especially next to the Pre-Primary and Kindy Rooms.

The below map demonstrates the difference between our actual boundary (Yellow) and our fences (Green).

The RED Area represents the area in school that will be used for Drop Off / Pick Up that will be staffed by teachers and EAs but we ask parents not to come into.

The stars represent the requested drop off points.

- GREEN – Will have staff supervision / greeting / support
- ORANGE – Will not have staff.

Parents are requested to drop children at these gates then move from school premises to allow other families and students to feel they have safe passageway through to the school.

It should be noted that in the below plan, the Main Carpark, and Front Entrance area of the school is not currently an area of approved access to Parents. There will most definitely be staff in the area to greet and welcome students. These staff will be suitable and pre-arranged best to meet student needs (E.g. Early years, Students with Special Needs etc.).



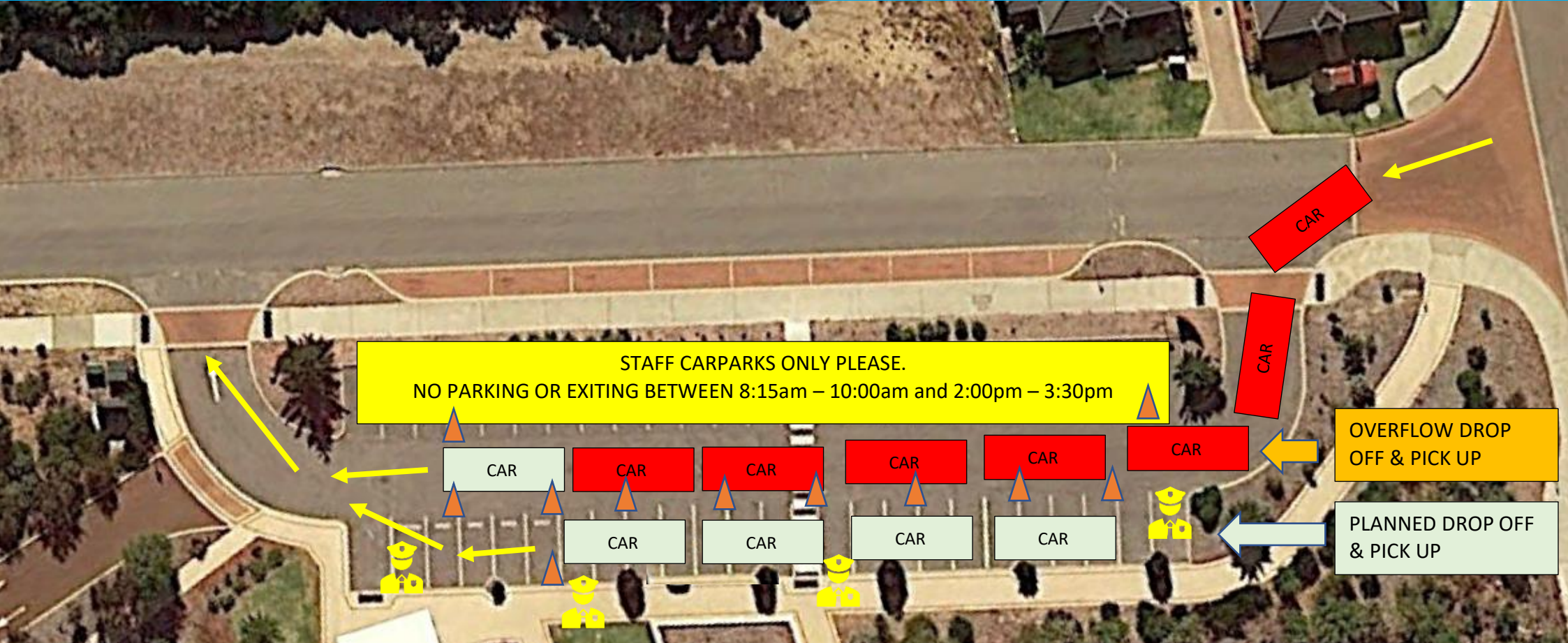




# ST DAMIEN'S CATHOLIC PRIMARY SCHOOL

## TERM 2, 2020 DROP OFF AND PICK UP TRAFFIC PLAN

All GREEN Cars next to path are expected to leave together when students have safely distanced themselves. The next 4/5 cars can pull in and students can exit.



TRAFFIC SUPERVISOR (SCHOOL TEAM MEMBER) – Please acknowledge and respect all directions given by these staff

CAR

GREEN CAR – WHEN PARKED Students may get out / into car, supervised by staff member

CAR

RED CAR – Students MAY NOT get out / into car. They must wait until into Green Zone

### OVERFLOW

IF there are too many cars using the “Planned” area, extra cars will be diverted to the Overflow (which uses the lane / middle of the Car Park). Only the front car in the Overflow is to allow their child to exit / enter the car.

Further Overflow needs will use the Church Car Park. This will be directed by staff.

## **Procedures for Vehicle Drop Off and Pick Up:**

**(Please see attached image)**

1. Cars please enter the MAIN Carpark and proceed through dedicated lane on the *school side* of the carpark.
2. The first car drives all of the way to the end and will be stopped by a staff member.
3. Cars do not stop at their child, staff member or other chosen point they must move as far forward as safely possible. This is to allow as many cars as possible into the area.
4. Parents do not exit their vehicles; school staff will assist children in getting in / out of their cars.
5. School staff will direct cars when it is safe to exit.

### **IF OVERFLOW LANE IS REQUIRED**

1. In the event that Drop Off / Pick Up affects Traffic on Moora or Nyabing Close then parents will be also asked to use the centre lane of MAIN Front Car Park.
2. Only the front car will be allowed to Drop Off / Pick Up Children.
3. This will be done under the supervision of a School Staff Member.

### **Seatbelts**

We understand by not allowing parents out of their cars it may make locking seat belts more challenging; however, this check will still be the responsibility of the parents (or driver). Parents may ask teachers to assist with the process, but the final check and verification cannot be done by the teacher, it must be done by the parent (driver) who is responsible for the passengers in the vehicle.

### **Drop Offs and Pick Ups Between 9:30am and 2:00pm**

Must be done through our Front Office. Please contact our Administration Team on 9583 2500 and they will support Drop Off and Pick Up. No parents will be allowed into the school (with our Green Slip) system. All students will be brought (or sent if age appropriate) to the office or class.

### **Changes to agreed Pick Up Times**

If a parent wishes to notify the school of a change to Pick Up time, we ask that parents contact our Administration Team on 9583 2500 as early as possible in the day and they will notify relevant Class Teachers.

### **St Damien's Parish Church**

Out of respect for Parish, especially the elderly members, and Father Vince, we ask that the church and carpark is not accessed by families for either Drop Off and Pick Up, or for families to walk through. The Church Carpark will only be used by the school if needed to support traffic overflow needs.

### **School Rules & Expectations:**

1. The school **will provide** appropriate staff members to support the Drop Off and Pick Up Timetable (E.g. Admin and Kindy Staff for the Kindy Drop Off and Pick Up Times).
2. The school will not provide supervision outside of 8:00am-3:15pm. Please do not ask the staff or the school to make unnecessary supervision arrangements, or exceptions to Health and Safety Procedures (e.g. allowing parents into the school).
3. The school trusts families to remain safe and considerate of other families in areas *outside of the school boundaries*. No child or parent should feel their access to the school is limited by unnecessary gatherings of people near gates, paths and accessways.
4. Drop Off and Pick Up times will be based on the youngest child in each family (e.g. if a family has a child in Pre-Primary, Year 3 and Year 5 we ask that families please use the "Pre-Primary" timetable).
5. It is OK, if it is required for family work commitments, for family situations, to Drop Off and Pick Up at times outside the designated times; however, the school asks for parent support to best follow the designated times to support the safety of Staff and Students.
6. Class teachers must be made aware of intended "Pick Up" times if different from what has been timetabled. Without any further information teachers will send students for Pick Up at the listed times.
7. If there are too many students for the system to work at the front car park, the Church Car Park will be used as an overflow. Families will be notified of how this will work.
8. Please see attached a document your children can colour in for you to have in your car to help our staff at PICK UP time. The school is happy to laminate this for you if you would like.

