



# Drop Off & Pick Up Summary

20<sup>th</sup> May 2020

## School Arrival and Departure:

- We ask staff and parents/carers to **observe social distancing** measures at all times by not congregating in areas inside or around the school.
- Parent should not enter the school grounds/buildings at any time unless by prior arrangement with the Principal or Assistant Principal
- Secondary school students will not be permitted on Highvale PS grounds. If being collected by older secondary school siblings, Highvale PS students will need to meet their siblings outside school grounds as per the HPS exit arrangements.
- The following arrangements will remain in place until further notice.

## Entrance & Exit Gates for Students are by HOUSE COLOUR



### The allocated entrance and exit gates are:

- **Ashton Street** [West end near the cricket nets - 2 gates] – **HEATH & WARATAH**
- **Ashton Street** [East end near the school driveway - 1 gate] – **ACACIA**
- **Grantley Drive** [School Crossing - 1 gate) – **BANKSIA**.

## MORNING DROP OFF

- The following arrangements are in place until further notice.
- **Three** designated entry points to the school will be accessible for HPS students.
- Students must enter the school using the gate allocated to their **House Colour**.
- A staff member will be present at each gate to welcome students.

Ease congestion. If parking, consider parking several streets away and walking to the designate entrance gate for drop off.

- All gates will be relocked at 9.15am except the main driveway gate.
  - **8.40am** - Students can be dropped off to proceed to their allocated gate entrance from 8.40am.
  - **Prep – Year 2** - Parking away from the school and enjoying a 5 minute walk together with your adult is recommended.
  - **Year 3 - 6 students** – Drop off a few streets away and enjoy a 5 minute walk to school.
  - A practise run or two with Mum or Dad prior to return to school would be a good idea.
  - Parents remain **outside** the gate at both Ashton Street and the Grantley Drive entrances



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- At the Grantley Drive entrance, parents are advised to say goodbye well before the start of the laneway.
- Students enter school grounds and proceed to their class to unpack their bag.
- Parents vacate the drop off area as quickly as possible.
- Students should place their belongings in the classroom and set up their table for learning, then head outside for a short play.
- **8.55am** – The MUSIC signals students to move from before school play to their line up area.

## **AFTERNOON PICK UP**

- Pick up will be the most difficult point of the school day in regard to social distancing and all members of the school community will need to be very careful at this time.
  - **Parents should discuss their individual arrangements using the information below. This should be revisited several times with your children before students return to school.**
  - To **minimise** interaction of students and adults within the school and at exit points we ask parents to use a regular and pre-arranged pick up routine for collecting children from school.
  - Ease congestion. Consider parking several streets away and walk to the designate pick up spot.
  - The House system will also be utilised for students exiting school grounds for pick up.
  - The school driveway and turning circle will be operational for pick up. Patience will be required by all and rules must be adhered to. Adults must stay in their car.
1. Where there are two or more siblings - Older siblings should collect younger siblings at a pre-arranged, designated spot inside school grounds. For example, the Junior Playground, MPC Shade Sails, Sanctuary, Running Track.
  2. Once together, proceed to the allocated exit gate. Stay together.
  3. **Grantley Drive** - Parents should not enter the lane way. Parents should wait along the nature strip (socially distancing) so children can locate and join them. If parked in the immediate vicinity, parents may wait at their cars and students can exit to locate them. Once together, exit the area promptly watching carefully for traffic.
  4. **Ashton Street** - Parents should wait along the nature strip (socially distancing) so children can locate and join them. If parked in the immediate vicinity, parents may wait at their cars and students can exit to locate them. Once together, exit the area promptly watching carefully for traffic.
  5. It is suggested that parents / carers collect Prep\_– Year 2 children from the nature strip as described above. The school will monitor practices but will rely on cooperation of all parents.
  6. When Year 3-6 students return on the 9<sup>th</sup> June, the number of adults will increase. Parents may plan with these students and their younger siblings to walk together to a designated pick up spot a few streets away. If doing this, it should be practised together before the Year 3-6 students return to school.
  7. The school may introduce staggered pick up times if social distancing is not practical or adhered to.

**Until further notice, Highvale PS staff will be in attendance at each entry/exit point to supervise students. All adults are responsible for their own social distancing of 1.5m. Cooperation and patience will be essential.**

## **TURNING CIRCLE DROP OFF & PICK UP - LATE ARRIVALS & EARLY DEPARTURES**

*\*Please see the '77 HPS Return to School Policy' and **Appendix 1** for current rules.*

Please note – There is no parking in the turning circle at drop off or pick up times. Parents and carers are required to stay in their vehicle at all times and transition through the turning circle in a safe and orderly manner. <https://highvaleps.vic.edu.au/parent-information/>