

## Revised Junior School Drop Off and Pick Up Procedures

### In Action from Monday 21 February

After the first two weeks of drop off and pick up and lengthy discussion with staff we are implementing some additional procedures to support smooth mornings and afternoons in the carparks. Please see the additional procedures below.

#### Morning Drop Off:

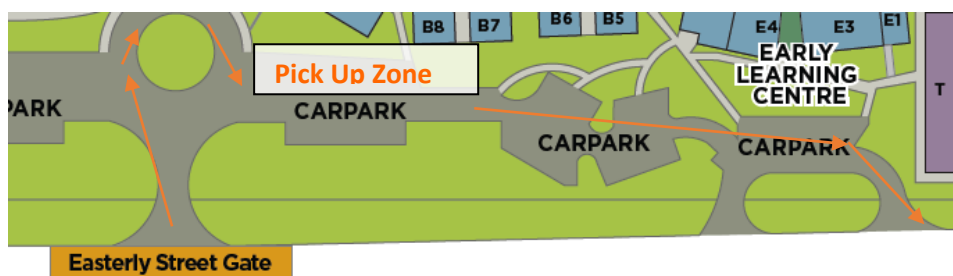
*Prep – Year 2:* Students will be supervised in the meadow between 8:00 am - 8:30 am. During this time, parents are welcome to walk their children on campus and assist with their bags. From Monday there will be responsible Year 6 student leaders, supervised by duty staff at the gate to meet and assist younger students. I ask that parents then say their farewells and leave their children in the care of our yard duty staff, rather than remaining with them until class commences. This will help to build resilience in our students and encourage them to socialise with their peers.

*Year 3-6:* Students will be supervised on the oval between 8:00 am - 8:30 am.

#### Afternoon Pickup:

To support our revised procedures every family will be provided with a poster with their family name and child/ren's names and classes. This is to be displayed on the windshield. Families with more than one car are welcome to make a copy of the sign for each car. At all pick up zones, staff on duty will read the poster, call the students' names and have them ready for collection when your car arrives at the front of the line. If families are carpooling, please inform a staff member so other students can be arranged for you.

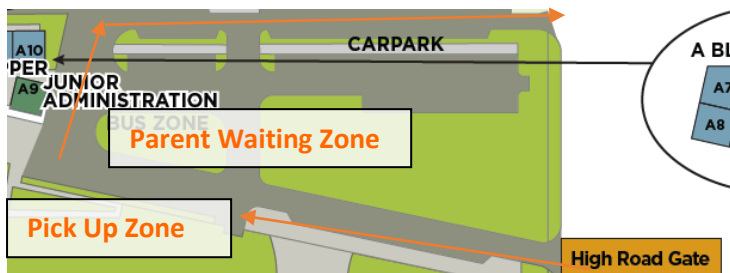
*Prep – Year 1 students and their older siblings:* (Note Year 2 students are now collected from the High Road Carpark Pick Up Zone.)



Prep – Year 1 students, and their older siblings are to be collected after 3:15 pm from the **Easterly Street Carpark Pick Up Zone** where they will be supervised until 3:45 pm.

- P – Yr 1 will sit with their older siblings.
- Parents are to enter via the Easterly Street Gate and make their way around the roundabout to the pickup zone.
- While waiting, students will be asked to sit down and will not be permitted to play with devices, with toys or eat food, their job is to look and listen for their name to be called.
- Parents are to remain in their vehicle and child/ren will be delivered to the car by a teacher on duty. Please park in an available parking space if you need to get out of your car.
- When parents have collected their children, they are to make their way along the car park and exit past the Early Learning Centre taking care to travel slowly and to only turn left upon exiting the campus.

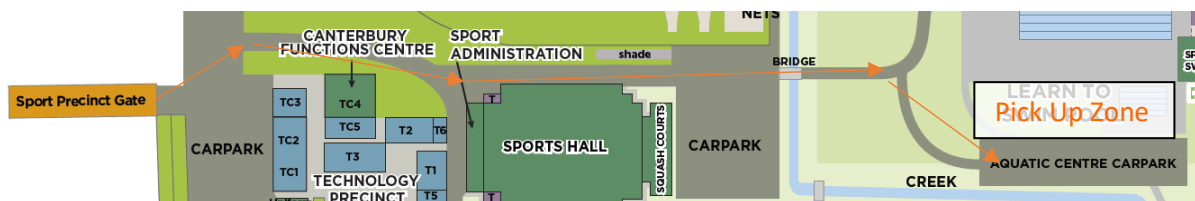
*Year 2 - 4 students and their older siblings:*



Year 2 – 4 students, and their older siblings are to be collected from the High Road Carpark Pick Up Zone where they will be supervised until 3:45 pm.

- Yr 2-6 will sit in House groups, siblings together.
- There will be a line painted on the cement which students must stay behind waiting until the car comes to a complete stop before they enter cars.
- Parents are to enter via the High Road Gate, join the line and remain in their vehicle and child/ren will be delivered to you by a teacher on duty
- If parents have parked and walked to the pick up zone there is to be no calling students to cross the road – we ask that all parents and students utilise the pedestrian crossings during this busy time. Please approach a staff member to collect your child/ren.
- While waiting students will be asked to sit down and will not be permitted to play with devices, with toys or eat food, their job is to look and listen for their name to be called.
- Make your way around the car park to the exit taking care to travel slowly and not stop against any yellow lines.

*Year 5 – 6 students:*



Year 5 – 6 students who do not have younger siblings are to be collected from the Aquatic Centre Carpark Pick Up Zone where they will be supervised until 3:45 pm. It is hoped that by parents of our oldest students using this pickup zone we can alleviate some of the congestion on High Road and Easterly Street in the afternoons.

- Enter via the Sport Precinct Gate and make your way along the internal road, turning right just before the Aquatic Centre to access the Pick Up Zone.
- Remain in your vehicle and your child/ren will be released to you by a teacher on duty. (The students will be walked to the Pick Up Zone along the new footpath, by a teacher on duty.)
- Make your way back along the internal road and exit onto Old Logan Village Road. Later in the year, the exit onto High Road will be finalised and vehicles will exit in that way.

For these procedures to work it is important that all parents/carers adhere to the above guidelines and follow the instructions of staff on duty.

Our staff are working very hard to make pick up and drop off as smooth as possible for our parents.