



KENT ROAD PUBLIC SCHOOL

Sunday 24th May 2020

Dear Parents

Regarding tomorrow's return to school for all students, I ask parents to please be aware of the following arrangements.

DROPPING OFF STUDENTS

1. All students, apart from those attending before and after school care, are to be dropped at the school gate. Teachers will be at the gates each morning to meet students and direct them to the playground.
2. Parents, grandparents and anyone responsible for the drop off or collection of students must not enter the school grounds without permission. This is a requirement of the NSW government.
3. It is preferable that students arrive at school closer to 9am in the mornings as this will minimise the time students spend congregating in the playground. Playground supervision will begin as usual at 8.35am.

DISMISSAL OF STUDENTS

For Kindergarten and Year One students, and their brother and sisters, we have created a 'walk through' system where we ask parents to enter via a designated gate, walk through the school grounds to collect their child/children and keep walking to the designated exit gate. Parents are asked to maintain a safe distance from each other and school staff in and around the school.

1. Parents of children in **Kindergarten** will enter via Gate 5 on Herring Road near the uniform shop, follow the path and collect their child/children from outside the Kindergarten classroom where children will be waiting with their class teacher. Teachers have provided a name sign which we ask parents to hold up so that students can quickly be identified and dismissed to their parents/grandparents. Parents are asked to continue along this route and exit via gate 4 on Herring Road near the administration office (see map below). Brothers and sisters from older grades will be waiting with their Kindergarten sibling. **Kindergarten students will be ready for collection from 2.55pm.**
2. Parents of children in **Year One** will enter via Gate 3 near the kiss and drop zone on Kent Road and collect their child/children from outside their Year One classroom where children will be waiting with their class teacher. Parents are asked to continue along this route and exit via the same gate on Kent Road (see map below). Brothers and sisters from other grades will be waiting with their sibling. **Year One students will be ready for collection from 2.55pm.**
3. Students from **Years Two – Year Six** will exit from the gate which they entered unless other arrangements have been made by parents. Parents are asked to make a plan for collecting their child and ensure their child knows which gate to go to at the end of the school day. **Students in Years 2-6 will be ready for collection from 3pm.**
4. Students who travel home alone or attend after school care will be dismissed at 3.10pm as usual.
5. Parents must follow the directions provided by the school when they enter the school grounds. *At this time parents are not permitted to:*
 - *Sit at the picnic tables in the playground*
 - *Use student toilets*
 - *Remain in the school grounds to take photos*
 - *Remain in the school grounds to make phone calls*
 - *Collect other students without written confirmation from their parents*

- Allow their children to play in the grounds after school
- Remain in the playground for conversations with teachers or other parents. Questions for teachers can be emailed to the school and will be passed on to the teacher. Requests for teacher meetings will be addressed via a phone call or an email.

These procedures are different to our regular routines but are necessary to comply with the government's directions as we do our best to keep every student, staff member and parent safe. I ask parents to respect this and follow the rules accordingly.

All teachers will remind students to follow safe hygiene practices including using hand sanitiser as they enter and leave classrooms, regular use of soap, coughing or sneezing into their elbows, safe disposal of tissues. Please do not send your child to school if they show any signs of illness.

