

28th April 2020 (3.30 pm)

Dear Parents / Carers

COVID-19.

I hope all our families are well and trust despite the travel restrictions you all had a good holiday break. Firstly, I am pleased that pretty much 90% of our students are returning to school tomorrow (Wednesday 29 April); the staff are excited as school is a pretty lonely place without students.

Secondly, I just want to ensure everyone understand the procedures for dropping off and picking up of students of a morning and afternoon. The process is as follows:

Kindy Students:

- To enable the Kindy staff to meet and greet the students at the school gates I ask that all parents of Kindy aged students please take them to **the double gates in the staff carpark (these gates are usually closed)**. At that point the Kindy staff will then escort the students into class.
- I also ask that at pick up time parents again meet at that gate, Miss Kay will have the students seated outside from 2:25 pm and when she identifies the relevant child's parent/carer she will release your child to you.

Pre-Primary:

- Once again to enable the PP staff to greet the students at the gate I ask that PP parents drop their child off at the **single gate entry into the ECE area. That gate is on the Jacaranda side of the school.**
- At pick up time both PP classes will be seated outside from 2:25pm and once the classroom teacher identifies each students parent/carer they will release your child to you.

Year 1-6:

- All Year 1-6 students should enter the school through the **double gates near the bike rack (Oleander side of the school)**; or **through the single gate next to the library.**
- At 2:30pm the same gates will be open for Year 1-6 students to exit.

General Points

- All gates will be locked at 08:30am and the only means of entry from that point will be the main Administration gate.
- We have no provision to cater for children being picked up late, therefore it is imperative parents/carers are at the school location at 2:30 pm.
- Should a child be sick during the day, parents will be called and at that point you may enter the front of Admin to collect your ill child. You will need to ring the office to let them know you have arrived at the Admin gate.
- Whilst I understand the normal social etiquette would be for parents to stand close together and mingle, I do stress the need for all adults to follow the Social Distancing Rules when dropping off and picking up your children. In essence, I ask that you role model for our students the social distancing aspects and how important that is to their own health.

Home Learning

- Those families who have indicated that their child will not yet return to school and as such need home learning packages, the hard copy package will be delivered tomorrow morning and left at your door.
- If your individual classroom teacher has indicated to you that there is an online component, then your child will need to access through the Connect link they received from their teacher.
- For those students who are learning from home, contact by the classroom teacher will be made each week by phone and/or online at least once per week.

- I ask that each parent inform the classroom teacher via text or Dojo that they have commenced their home learning every day by 9:00am. That way we can mark them appropriately in the class roll.

These arrangements will be in place and reviewed ahead of Week 4 commencing 18 May. As always, State Government decisions will be based on the best health advice.

Thank you all for your trust in our school and staff over this time.

Yours sincerely

Mark Donaldson
Principal
Wickham Primary School