



JOHN CALVIN SCHOOL

FREE REFORMED SCHOOL ASS. (TAS.) INC.

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Term 2 School Drop-Off and Pick-up Procedure

Due to the requirements to carefully manage physical distancing during the COVID-19 pandemic, especially between adults, we have implemented some changes to our drop-off and pick-up procedures at the school. Please pay careful attention to the details included here. In the vast majority of circumstances there should be no need for parents/guardians to exit their vehicles. We would appreciate your help in circulating these instructions to anyone you may use to drop-off or pick-up your children.

We appreciate your understanding and patience as we implement these adjustments.

Drop off procedure

Stop, drop and go!

- Where possible, parents are requested to drop students off in nearby safe locations to avoid school driveway congestion.
- When entering the school driveway, please keep left.
- Proceed down the driveway to the turning circle on the front playground indicated by markers.
- When your vehicle is within the 'drop off zone', have children exit the vehicle out of the left-side doors only.
- Children will move away from the vehicle to the designated area heading to the relevant area.
- When all passengers are clear of the vehicle, drivers may move off slowly, keeping left on the driveway.

For Kinder and Prep students:

- On Monday, Wednesday and Friday when Kinders are in attendance, a Teacher Assistant will accompany students from the drop-off area to their classes where the teachers will be waiting.
- On Tuesday and Thursday, Prep students with older siblings at school can be accompanied by siblings to their class. Those without older siblings will be accompanied by a staff member.

Please refer to the attached 'Morning drop-off' map

Pick up procedure

This procedure has only minor adjustments that we ask you to familiarise yourself with.

- Please do not arrive for pick-up before 2:45pm. At this time the bollards will be removed and vehicles will be allowed access to the front playground for parking.

Car Parking:

- Parking in the playground area will have two rows of cars at the bottom section and one row of cars at the top section.
 - Bottom section – please leave a distance of approximately two metres between the fence and the bottom row of cars, as this area will be used as a walkway for students to access cars.
 - Top section – please reverse park into this area right up to the curb, being careful to avoid the basketball pole.
 - The bollards and tape will be placed parallel to the Primary School building. Students and staff will move around these bollards to access cars, not through the parking area.
- Please remain in your vehicle.

Student movement:

- Students will congregate in family groups in the gym at the end of the day.
- West Tamar bus passengers will congregate under the front awning and be supervised to their bus by 3:00pm.
- Students who usually leave school unaccompanied by adults will be released in a coordinated manner as part of this process.
- Kinder students who do not have siblings at school will be brought directly to the front of the school by Mrs. Coote, and will be supervised into vehicles from there.
 - Those with siblings at school will be escorted to the gym by Mrs. vanWinden
- A staff member at the front of the school will communicate with staff in the gym to call family groups or individuals through the school to the waiting cars.
- Students will be supervised to waiting vehicles.
- Drivers are asked to move off at the earliest opportunity when all passengers are safely on board.
- Any students who have not been marked off and collected by 3.10 pm will be brought to the undercover area at the front of the school, where they will remain seated until collected by their parents.

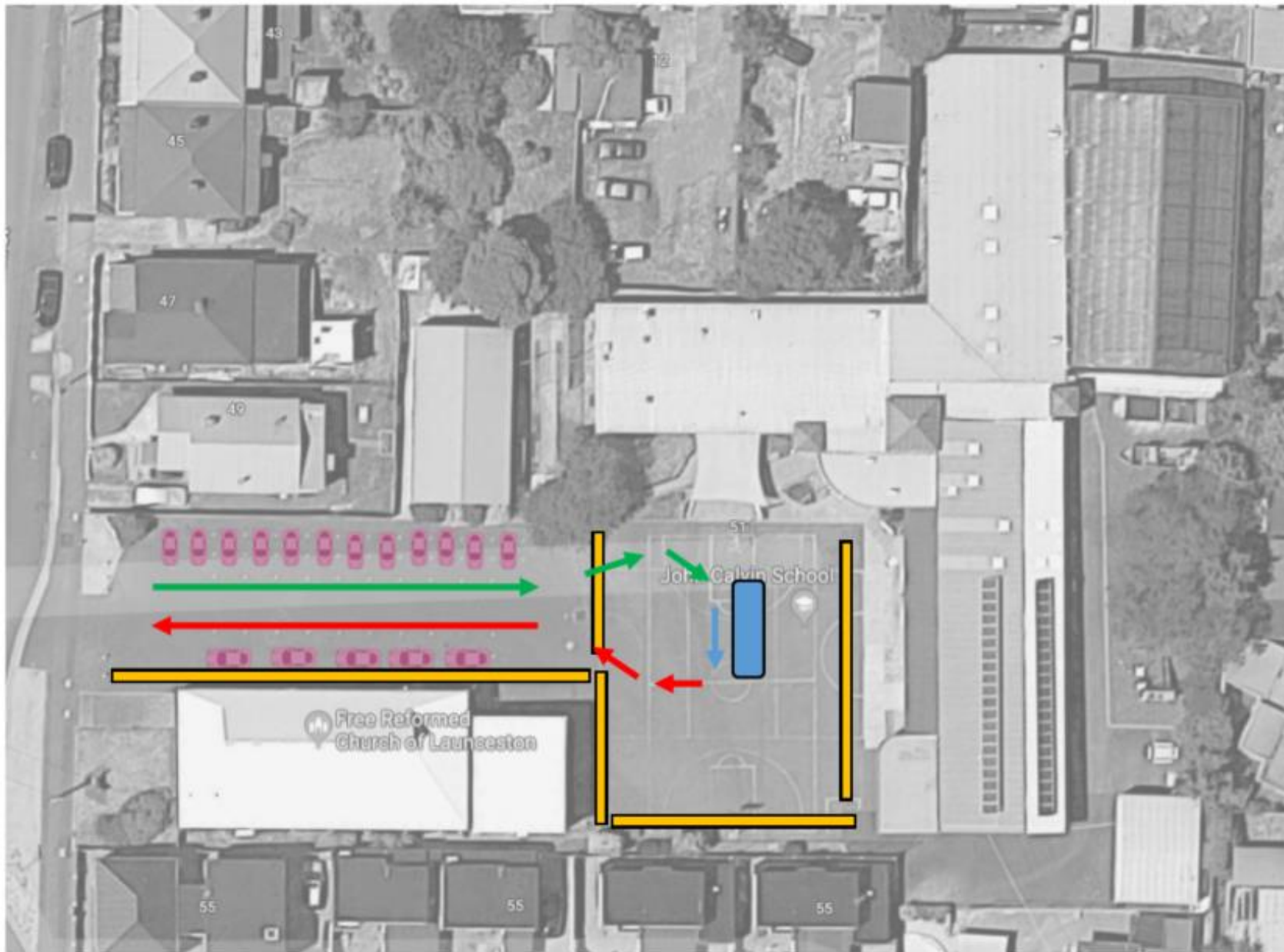
Please refer to the attached 'Afternoon pick-up' map

Parent/Guardian Access

- In order to manage physical distancing, it is critical that adults do not exit vehicles or congregate on the school grounds to socialise.
- If contact with teachers or the office is required, please do so electronically and, where possible, make an appointment for more thorough interaction.

Thank you for your assistance in this.












Daniel Coote and Tim vanWinden



-  Staff parking
-  Student walkways
-  Drop off zone
-  Traffic in
-  Traffic out

Morning Drop Off



-  Staff parking
-  Parent parking
-  Student walkways
-  West Tamar bus students
-  Hadspen bus students
-  Families A - H
-  Families I - S
-  Families T - Z
-  Family groups to cars
-  Kinder students with older siblings - with TA to gym
-  Kinder students with no older siblings - with teacher to cars

Afternoon Pick Up