



JOHN CALVIN SCHOOL

FREE REFORMED SCHOOL ASS. (TAS.) INC.

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School Pickup Procedure

To ensure the safety and wellbeing of our students the following procedure is outlined with notes and an attached detailed map.

Car Parking:

- The first car parking spaces which should be filled are those on either side of the driveway. Up until around 2.45 pm, the remainder of the playground is blocked off with bollards and tape.
- Parking in the playground area after bollards and tape are removed is permitted to have two rows of cars at the bottom section and one row of cars at the top section.
 - Bottom section – please leave an area of approximately two metres between the fence and the bottom row of cars, as this area will be used as a walkway, both for people leaving their cars and for accessing the car park on either side of the driveway. Cars must be reverse parked for safety.
 - Top section – please reverse park into this area right up to the kerbing.
 - The bollards and tape will be placed parallel to the Primary School building. Those parents and students accessing the top area of the car park are requested to move around these bollards, not through the car parking area.

Student Lining Up

- All Primary and High School students **MUST** go to the gym to be dismissed by one of four duty teachers. Lines are dedicated to:
 - West Tamar bus
 - Prospect/Hadspen bus
 - Students with surnames A – J
 - Students with surnames from K – Z
- Primary School students will enter the gym from the rear doors of their classroom, make their way up the stairs of the gym and line up behind the correct marker.
- High School students will access their lockers at the end of the day and then move through the passageway, make their way up the stairs of the gym and line up behind the correct marker.
- Kindergarten students will still need to be collected from the Kindergarten grounds.

Parent/Guardian Access

- All parents are requested to move to the gym by walking around the rear of the Primary School building. The main purpose of this is to reduce congestion within the school buildings. It will also assist in increasing the number of steps you take on any given day!
- Once the gym is entered via the steps, there will be an area for parents to congregate at the front of the gym while waiting for their child(ren)

Parent/Student Departure

- All parents and students will leave the gym via the ramp access.
 - Parents, once they have collected their children, are asked to leave by walking around the back of the Primary School, accessing their vehicles using the designated walkways.
 - Students who travel by bus, will leave with the duty teacher via the ramp, walking through the school passageway and along the designated walkways.
- 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 must remain seated until collected by their parents.



