



JOHN CALVIN SCHOOL

FREE REFORMED SCHOOL ASS. (TAS.) INC.

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School Drop-Off and Pick-Up Procedure

Please find outlined below the revised school drop-off and pick-up procedure. Due to various changes, including the relocation of the Administration Office, it was necessary to revise this procedure. In most 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!

- Students are not permitted to be on the school grounds before 8:25 am and after 3:45 pm except with the express permission of the Principal. (Parent Handbook)
- Where possible, parents are requested to drop students off in nearby safe locations to avoid school driveway congestion. The bus stop area at the front of the school should be avoided as a drop-off location.
- When entering the school driveway, please keep left.
- Proceed down the driveway to the turning circle on the front playground indicated by large cones.
- When your vehicle is within the 'drop off zone', have students exit the vehicle out of the left-side doors only.
- Students will move away from the vehicle and then move to the relevant pedestrian areas and make their way to their classrooms.
- When all students are clear of the vehicle, drivers may move off slowly, keeping left on the driveway.

For Kindergarten and Prep students:

- Parents of Kindergarten and Prep students may park their vehicles at the bottom of the playground and walk their children into the Kindergarten and Prep classrooms. We encourage students to become more independent in this process as the year progresses.
- Where necessary, Kindergarten and Prep students will be accompanied to their classrooms 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. This area is clearly marked with large cones.
 - Top section – please reverse park into this area, leaving a distance of approximately one metre between the kerb and vehicles for students to use as a safe walkway. This area is clearly marked with large cones.
 - Large cones will be placed parallel to the Primary School building. Students and staff are required to move around these cones to access cars, and not walk through the parking area.
- Please remain in your vehicle.

Student movement:

- Students will be called individually or by family groups to the waiting vehicles.
- West Tamar bus passengers will congregate under the front awning at 2.55 pm and be supervised to their bus by 3:00 pm.
- Students who usually leave school unaccompanied by adults will be released in a coordinated manner as part of this process.
- Kindergarten and Prep students are brought directly to the front of the school by their respective teachers and will be supervised into vehicles from there.
- Students will be supervised while accessing 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/guardians.

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

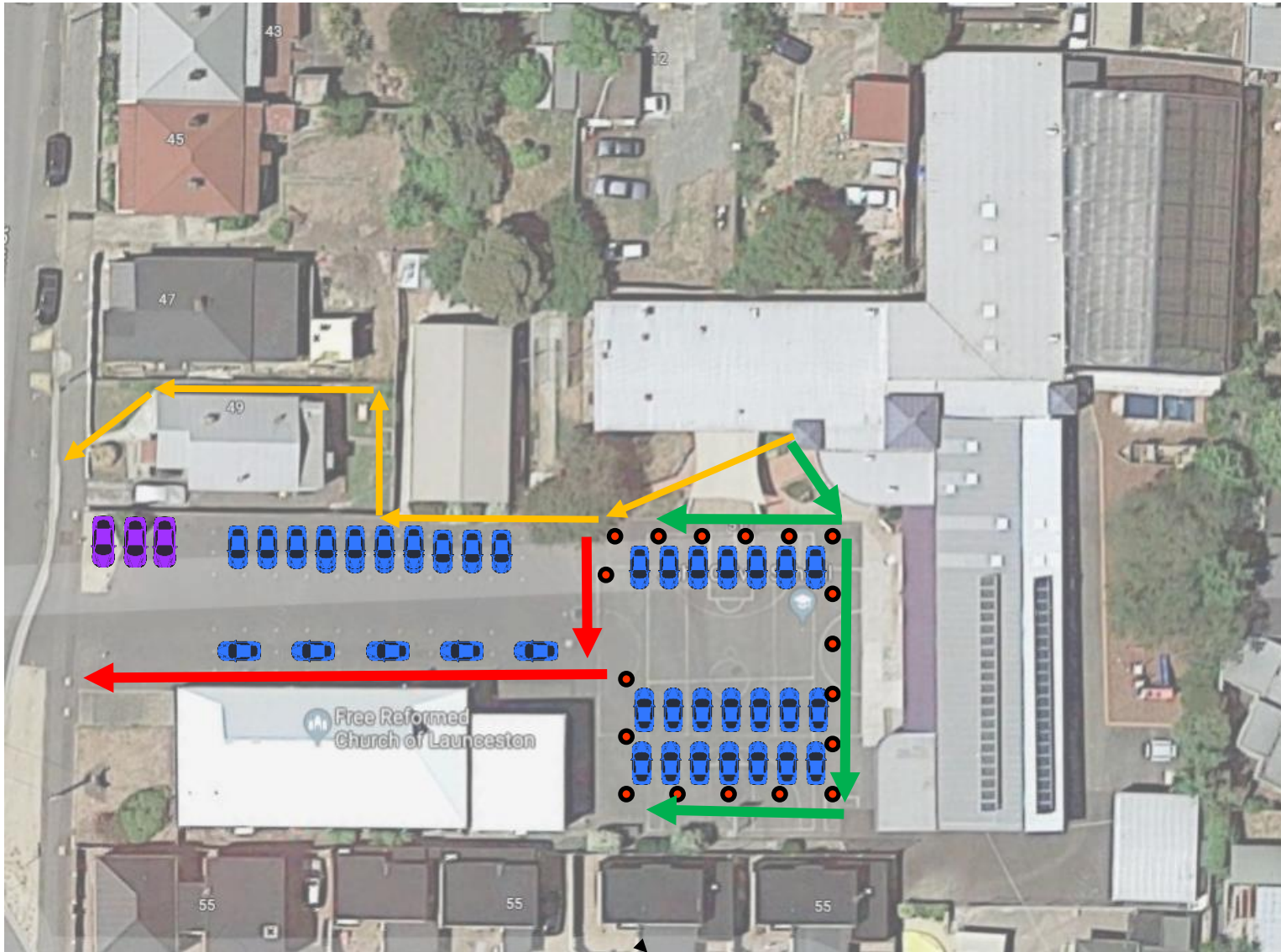
Thank you for your assistance in this.







Daniel Coote and Tim vanWinden



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

Morning Drop Off



-  Students accessing vehicles
-  Bus passengers and students walking up Howick Street
-  Students walking down Howick Street
-  Parking areas
-  15-minute parking
-  Large cones

Afternoon Pick up