

## Other

**Walking:** Students may choose to walk home from school. They should use supervised crossings to cross roads and proceed home with caution. Students crossing Calton Hill to the College side of the road must go with the bus line.

**Parents Collecting Students from Classrooms:** To assist with ensuring that appropriate Physical Distancing is being practiced on the school grounds, we ask parents, if possible, to limit coming onto the school grounds at the end of the school day to collect their child / children. Please arrange to pick students up from the designated pickup areas. Please do not congregate outside buildings and classrooms at the end of the day. If you do pick your child up from outside the classrooms and on any occasion, you find yourself running late, the children will be asked to move and wait at the office or at one of the supervised areas: the Bligh Street or Church Street pick up areas.

Students will not be permitted to wait in classroom areas unsupervised after school.

### **Signing In & Out at the Office:**

If your child arrives late in the morning, they need to be accompanied by an adult to the office to collect a late slip that is taken to the classroom to signify to the teacher that this has been recorded correctly in the attendance register.

If your child needs to leave the school grounds with a parent or other adult (already approved by parents through the school office) at any time during the day prior to the finish of school, they need to be signed out at the office. Likewise if the student returns to school after an appointment etc they need to be registered back into the school at the office.

## Other Points to Note:

- For information about buses, parents should contact Polleys Coaches on 5480 4500.
- Students should only be collected from supervised areas. No student should be instructed to wait in an unsupervised area.
- Students who are walking home should ensure that they only cross the roads at the designated crossings.
- Students will be supervised in collection areas until 3:20pm. After that time, they will be taken to the school office and parents will be able to collect them there.
- Parents are asked to observe all signs and road rules when driving in and around the school.
- All students and parents are asked to follow all instructions given by the Crossing Supervisors.
- Student safety is paramount. Your assistance is appreciated.

St Patrick's School



## PROCEDURES FOR ARRIVING & DEPARTING SCHOOL

St Patrick's School  
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Gympie Qld 4570

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## **Child Safety is Paramount**

Child safety is a very important priority for everyone in the St Patrick's School Community. For this reason, we ask that you take the time to carefully read this brochure regarding our set down and pick up procedures. It is only with the co-operation of all students and parents that we can ensure that all children arrive at school and leave in safety.

There are 4 main ways that students can arrive or leave the school each day and these will be explained in detail in this brochure. For all of these methods, there are teachers on supervision duty and there are set procedures in place to ensure that children are kept safe. These procedures are also in place to help alleviate the congestion which occurs each day as the students of St Patrick's School and the College leave our school zone.

Your assistance is necessary to ensure this process occurs safely and successfully.

## **Arriving at school in the morning**

Formal supervision begins at school at 8.20am and so we ask that the students do not arrive at school before this time.

When students arrive at school they must sit and wait on the front verandah of the Trinity Building until supervision duty starts. The students are supervised in this area from 8:20am until 8.35 when they take their school bags to their respective classroom. After 8:35 all students who are at school should either be out on the main playground or in the classroom with their teacher.

If you choose to accompany your child / children onto the school grounds in the morning, please ensure that appropriate physical distancing is maintained by not congregating in and around classrooms. We ask parents who come onto the school grounds in the morning, to farewell their students at the main door into the building or at classroom doors and not accompany them into buildings and classrooms.

Music begins playing at 8:45am and all students are expected to be in their classrooms with their teacher to begin the school day by 8:50am

## **Bligh Street Car Park**

There is a designated set down and pick up area in the Bligh Street Car Park. Parents should drive forward to the yellow line when dropping off or picking up students. In the afternoons, all students being picked up in this area should proceed quickly to the shelter area where they will be supervised by two staff until 3:20pm.

## **Calton Circle**

A reminder that, as this is **not** a designated collection area, please adhere to all Council Parking regulations and be mindful of not parking across driveways. Please note that the gate to Calton Circle entrance will be permanently locked for safety reasons.

## **Church Car Park**

Please do not enter the church carpark. The Church car park is **not** a designated set-down and pick up area, or parking area.

## **Bus Travel & Crossing Calton Hill**

All buses which bring students to St Patrick's or take them home do so from the bus set down area in Bligh Street, in front of the College.

All students who travel home on buses assemble near the Administration building each afternoon and the two teachers on duty escort them to the bus area via the pedestrian lights on Calton Hill. All students who have to go home on buses must travel to the collection area this way.

All students crossing Calton Hill between the Primary school site and the College site for any other destination, must assemble with the bus line and proceed under teacher supervision to the College side of the road.

## **Church Street**

Parents who bring students to and from school by car may drop off or collect students at the front of the school in Church Street. All students who are picked up in this area at the end of the school day are to assemble at the main gate where they will be met by a teacher and escorted to the pick up area, where they will be supervised by teachers on duty until 3:20pm.