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### **Respect, Cooperation, Fairness, Trust**

25 March 2020

Dear Parents/Caregivers,

Following new updates regarding precautionary measures and in the interest of our students, staff and community safety regarding COVID-19 we have **updated** the decision regarding drop off and pick up times. To enact social distancing and to minimise gathering of parents/caregivers, students and staff in the school yard, corridors / classrooms at the beginning and end of the school day we are asking that **parents drop off and pick up their children at the school gates only**. If you need to pick your child up early from school, please ring first to advise us and we will have the child come to the Front Office where you can then collect them from. **The new processes will start as of today – Wednesday 25 March**. If you have a child in the Early Years, class teachers will escort students to the yard at home time and send your child to you once you are sighted. We ask for your patients during this process. Teachers are sharing this information with students today and explaining the the process for them to use.

We understand this is a big change to current processes. Our primary concern is the safety of staff, students and parents/caregivers and trust that the community understands and respects this proactive decision.

Please also note there are a number of other factors the school has in place to support the safety and wellbeing of students, staff and broader community, some of these are:

1. Social distancing – cancellation of assemblies, other non-essential gatherings
2. Movement of service providers in schools – restricting visitors and only those that are priority / essential services for students and staff can attend
3. Staff wellbeing – strategies implemented to support our staff
4. Hygiene – increased handwashing (accessing songs/jingles), increased cleaning (our school cleaner is providing an additional 2 hours a day on top of current hours)
5. Student wellbeing – staff supporting students with age appropriate discussions and resources
6. Communication – providing communication to staff, students and parents as quickly as possible as soon as informed. **PLEASE NOTE THAT THIS MAY MEAN VERY SHORT NOTICE AROUND CHANGES.**
7. Developing programs as needed in the event the school is closed and providing general information about websites/online learning in the interim.

**WE URGE ALL PARENTS TO DOWNLOAD SKOOLBAG APP AS THIS IS ONE OF OUR PRIMARY MODES OF COMMUNICATION. CHECK THE APP FREQUENTLY**

Again thank you for your ongoing support through this challenging time.

