

St Mary's Catholic Primary School, Toukley

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5th May 2020

Dear Parents and Carers,

We trust that your family is well. I've heard some stories of the amazing efforts and sacrifices of parents during this difficult period. I acknowledge and appreciate your fine efforts. Thank you.

Next week students may attend school on their designated learning day and additional days if alternate arrangements cannot be made. The goal is to limit the amount of students who are physically onsite as we slowly expand face-to-face learning this term. This ensures measures can be put into place to minimise risk to all members of the community. A sudden influx of students will limit our ability to implement safe practices.

The remainder of the letter details the return to school 1 day-per-week for students commencing Monday 11th May, Week 3 (Phase 1).

Firstly, a reminder of the scheduled days for students is as follows:

Monday	Children with surnames ADAM to DEVINE attend school.
Tuesday	Children with surnames DOLLERY to LEDGERWOOD attend school.
Wednesday	Staff Meetings, Grade Meetings, professional learning, planning.
Thursday	Children with surnames LEE to RENNIE attend school.
Friday	Children with surnames RIBEIRO CASH to ZUBER attend school.

On their designated day, the children will resume regular face-to-face teaching and learning. A normal English block, Maths block and Religion lesson will occur. Younger students will bring home their guided reader etc. Borrowing from the Library will also resume. PE and Music lessons will not be fully operational at this early stage. For any day that your child attends school, they are required to bring their home-based learning book and return their library book.

Uniform: On a child's designated face-to-face day their full school uniform is to be worn. The winter uniform commences from Week 4 (Monday 18 May). For Kinder – Year 5 no sports uniform is required to be worn at all during the week. We'll inform you when this changes.

Year 6: Year 6 sports shirts have arrived and may be worn by the children on their designated day. They will be distributed to our senior students during Week 3. On all other days, our full winter uniform is to be worn.

Drop-off and Pick-up Routines: Below are outlined how we are staggering both drop-off and pick-up routines. Staggered pick-ups reduces the chance of clusters of adults forming. At morning drop-off and afternoon pick-up, the Catholic Schools Office has instructed us to not have any parents on the school grounds (inside the school fenced area). Exceptions to this are when parents, on an individual basis, are permitted to enter the school grounds to go to the office, join an enrolment meeting, purchase from the Uniform Shop etc.

Please Note: From Week 3 and until further notice, no parking is allowed in any marked spots along the front of the hall. It will be closed off. This will enable us to provide the alternatives below.

Vision/Mission Statement

"Empowered by the Spirit, we at St Mary's live, learn and grow as disciples of Jesus in a nurturing Catholic Community."

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Morning Drop-off Routine: At any time between 8.30am and 9.00am parents are able to either (1) you can park your car and accompany your child to either gate, saying goodbye at the gate and leaving them to enter our school by themselves or (2) stop their car in the carpark anywhere from the bus area right through to the main gate between the end of the hall and school oval. Saying goodbye to your child, they alight on the safe side of the car (footpath/kerbed section) and head straight into school. Having not left your car, you then drive carefully away.

Afternoon Pick-up Routine: During this period, to enable staggered pick-ups to occur, you will collect your child in either of the two following ways. You have a choice. Either *walk-up* or *drive up*. You can change your choice at any time and don't need to inform us.

Walk-up Routine (2.30pm–2.45pm): Between 2.30-2.45pm you are welcome to park your car and walk to the bus area. Waiting in the bus zone and then, in turn, standing in a socially distanced line, once you are at the top of the stairs, your child will be called and allowed to leave with you through the gates.

Drive-up Routine (2.50pm–3.15pm): The remaining children will walk with their teacher to the gate near the school oval. From 2.50pm parents can drive-up, remain in their car and your child will be sent out to you. For the drive-up routine, it is a strict 25mins window. Please do not line your cars up before 2.50pm. Please have a large, clearly marked sign (attached to your windscreen) indicating your family surname to enable a staff member to know which child to call. With your child in the car, you slowly leave the carpark.

The above routines need to be completed by 3.15pm to allow for buses to begin entering the carpark. With this ever-changing situation, please be conscious that the routines above may need to be altered. Children catching a bus, riding a bike and afternoon walkers will occur as usual.

Please Note: During this time, parents will not be able to use the Pandora St exit for afternoon pick-up. Also, the Canteen will remain closed until further advised.

If you would like any clarification regarding matters mentioned above, please call me. We are very much looking forward to Monday. With the children returning, our school will come back to life.

Kind regards,

K Williams

Kevin Williams
Principal



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