

Thursday 28th January, 2021

Dear Parents / Caregivers,

Afternoon Pick Up for Kindergarten Students

Welcome to Shelley Public School! This is an exciting time for your child, starting Kindergarten.

In the afternoon, it is very important that all children go home safely with their parents or caregivers. The following procedures are in place to allow Kindergarten students to be safely picked up by their parents or caregivers.

Due to ongoing COVID19 restrictions, there are some adjustments to our normal drop-off and pick-up arrangements for all our students. For students in Year 1-6, parents are unable to enter the school grounds for drop-off or pick-up.

Kindergarten parents **will** be able to enter the school grounds briefly to drop their child off for the first few weeks of term. Entry will be via the Hadrian Ave gate, closest to the Staff Car Park (the same gate used for Kindergarten Orientation in 2020). Kindergarten drop off will be from 9am until 9.10am each morning. Parents are asked to take their child to K-2 Quad and then leave the school grounds. (PLEASE NOTE: on the FIRST day ONLY, students will start school at a nominated time between 9.00am and 9.30am. You will be notified of your child's start time, via email on Tuesday 2nd February).

Parents are unable to enter the school grounds for pick up. We will have staff at the school gates, to ensure that students leave the school safely.

In the afternoon, Kindergarten students will be taken to one of THREE exit points, to be collected by parents at 2.45pm. Parents will be able to collect their child from the gates at either Pelleas St, Blacktown Road or Hadrian Ave (gate nearest to pedestrian crossing).

Shelley Public School

Please note the earlier pick up time for Kindergarten students for the time-being (2.45pm). This will allow Kindergarten students to learn which gate they need to go to, and to leave the school grounds before the rest of the students are dismissed at 3pm.

We ask that all parents complete the details on this note and return it to a Kindergarten teacher as soon as possible and no later than **Wednesday 3rd February** (student's first day at school). Please ensure that the teacher knows if you have arrangements for after school care. This will provide each teacher with accurate information for the safe dismissal of all students. Please also discuss these arrangements with your child.

If you know in advance that the pickup arrangements will be different on any day you can send a note to the teacher notifying them of any changes for that day or call the school office prior to 2.30pm.

A reminder that if a parent / carer is late to collect a student, they are to go to the Principal's office to wait. This is for emergency and urgent situations ONLY. It should not be assumed that students can be left in the office, until the parent / carer arrives on a regular basis. Where parents / carers are unable to arrive by 3pm, alternative arrangements must be made for after school care.

We understand that, at times, arrangements may need to change at the last minute, or parents may be running late. If this occurs, please contact the school as soon as possible (**before 2.30pm**) to inform the office staff of any changes for the day. They will inform the class teacher.

If you have a question or important information for your child's teacher, please wait until all children have been picked up before approaching.

Please return the Pick Up Arrangement note by Wednesday 3rd February.

Thank you for your cooperation,

Ms Jo-Ann Campion
Principal

Mrs Leanita Williams
Deputy Principal

Hadrian Avenue BLACKTOWN NSW 2148
T 9622 8359 T 9621 2958 F 9831 6726
E shelly-p.school@det.nsw.edu.au

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Afternoon Pick Up Arrangements

Please complete and return to the class teacher. (Please complete one form per student)

Name of student: _____ Class: _____

Nominate the ONE school gate that you will consistently use for collection of your child (circle).

**Blacktown Road –
Top Field Gate**

**Hadrian Avenue –
Near Pedestrian
Crossing Gate**

**Pelleas Street – Back
Courts Gate**

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	NAME OF PERSON COLLECTING CHILD	RELATIONSHIP TO CHILD (e.g. mother, father, sibling, family friend)
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Other people who are allowed to collect my child include;

NAME	RELATIONSHIP TO CHILD

If for some reason you or the nominated person is unable to pick up your child from school please contact the school office to inform them of the person who will be collecting your child.

Name of person completing this form: _____

Signature: _____ Date: _____

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