



St James' Primary School

MUSWELLBROOK

Skellatar Stock Route MUSWELLBROOK NSW 2333
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St James' Primary School Muswellbrook 2021 Post COVID-19 Information & Procedures for Morning Drop Off & Afternoon Pick Up

Dear Parents and Carers,

As we move out of school based COVID-19 restrictions, I find it of the utmost importance to reintroduce to you the procedures for Morning Drop Off and Afternoon Pick Up here at SJM.

For some of you, you may not be aware of the pre-COVID19 routines. We encourage all parents and carers to take the time to read this information carefully. For those of you that are aware of the routines, I ask you to read through this information carefully, as some information has changed.

For the first few weeks of this transition back to regular Drop Off and Pick Up, several teachers will be in specific locations to guide you.

Background Information

St James' Primary School (SJM) has a unique internal road that is shared by both cars and buses.

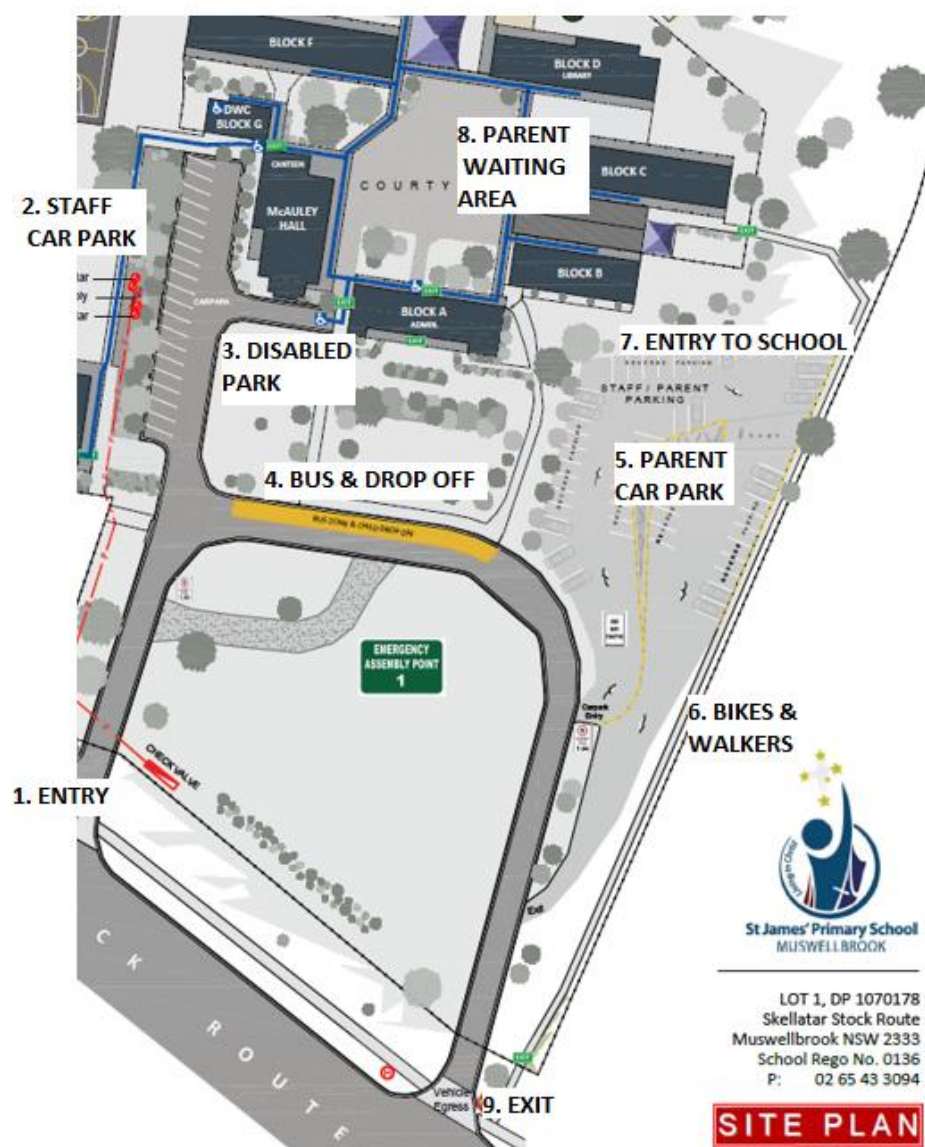
The other important point to note is that buses take priority in our afternoon pick up procedure. Apart from two buses, SJM is the first pick up point for all buses. These buses must get in and out quickly to ensure the consistent and safe travel for all school children in Muswellbrook.

Please be aware that we are implementing these procedures after consultation with a number of Catholic Schools Office personnel.

Morning Drop-Off Procedures.

- **KISS & DROP**
 - The morning 'Kiss & Drop' will now return to the shared zone – labelled AREA 4 on our map. This zone is shared with buses and cars each morning.
 - Procedures:
 - Parents are to pull up into the 'Kiss & Drop' zone. Please stop as close to the eastern end of the zone as possible.
 - Parents are not to get out of the car in this zone.
 - Students are to walk on the footpath into the school at the eastern end – near the carpark.

- Please Note:
 - The 'Kiss & Drop' zone allows stopping for a maximum of two minutes. However, please ensure you exit the zone as soon as your child exits the vehicle.
 - If there is no room at 'Kiss & Drop' we ask you to wait patiently in the line, behind the buses. Alternatively, you may like to drive into the car park and walk your child into school.
 - Buses are given priority, so we encourage you to be aware of them pulling away from the kerb, especially if you are attempting to drive through.
- **PARENT DROP OFF**
 - Parents are welcome to park their car and walk their children into the school courtyard.
 - Procedures:
 - Parents may park in the Visitor Car Park – labelled Area 5 on our map. We ask that all cars reverse park in the carpark.
 - If you park on the western side of the visitor car park, we ask you to carefully walk your child from the grass at the rear of your car, onto the footpath and into the school via the gates next to the staff room.
 - If you park on the eastern side of the visitor car park, we ask you to walk down to the bottom of the bikes and walkers path – labelled Area 6 on our map. Once at the bottom of the car park, we ask that you walk towards the school, behind the temporary fencing, until you join the footpath that leads into the school. From there we ask that you walk through the gates next to the staff room.
 - All parents that enter the school **MUST** sign in via the Service NSW QR CODE.
 - When you arrive within the school grounds, we ask that you stand, socially distanced, in the designated area please.
- **BIKES & WALKERS**
 - Students entering the school via the bikes and walkers footpath – labelled Area 6 on our map – are to enter the school safely.
 - Procedures:
 - Students are to walk or ride safely down to the bottom of the path. Once at the bottom of the path, we ask that students walk towards the school, behind the temporary fencing, until they join the footpath that leads into the school. From there we ask the students to walk through the gates next to the staff room.
 - Parents may walk part or all of the way in the school with their children. Once you enter the front gates, we ask that you sign in via the Service NSW QR Code and remember to be socially distanced.



Afternoon Pick-Up Procedures

- **PARENT PICK UP**

- Parents are welcome in the school courtyard to pick up their child in the afternoon.
- Procedures:
 - Parents may park in the Visitor Car Park – labelled Area 5 on our map. We ask that all cars reverse park in the carpark.
 - If you park on the western side of the car park, we ask you to walk on the grass behind your car, onto the footpath and into the school via the office. You are to exit the school through the side gates.
 - If you park on the eastern side of the car park we ask you to walk down to the bottom of the bikes and walkers path – labelled Area 6 on our map. Once at the bottom of the visitor car park, we ask that you walk towards the school, behind the temporary fencing, until you join the footpath. From there we ask that you walk through office. You are to exit the school via the gates.

- When you arrive within the school grounds, we ask that you stand, socially distanced, in the designated area please.
- Please Note:
 - The side gates will be locked. Parent access of an afternoon is after 2:45pm through the front office. You must sign in via the Service NSW QR Code, but you are not required to sign in via COMPASS.
- **BIKES & WALKERS**
 - Students leaving the school via the bikes and walkers footpath – labelled Area 6 on our map – will be supervised by staff to the Bikes & Walkers gate.
 - Procedures:
 - Parents picking up their children are asked to wait outside of this gate, and remember to be socially distanced.
- **AFTERNOON ROCKET LINE (eg. not parking, but instead using our afternoon kiss and drop)**

Procedures:

1. Entry into the school grounds for 'Rocket Pick Up'

- a) Vehicle access for afternoon Rocket Line is only available when all buses have exited the school site.
- b) Vehicles can only access the school site when the green 'GO' sign has been affixed to the school entry sign on the front fence.
- c) No vehicles using 'Rocket Pick Up' may park inside the school grounds before the green sign is placed on the fence to indicate start of pick up time, especially in the staff carpark or St Nick's carpark. Please note - cars can still access the visitor carpark at any time.

2. 'Rocket Pick Up' Zones inside the grounds of SJM

As part of 'Rocket Pick Up' we expect the following:

- a) You stay in the same order you entered the gates.
- b) There is **NO** cutting in front of other vehicles or overtaking other vehicles.
- c) You will not leave until the vehicle in front has left first.
- d) There will be no reversing of vehicles.
- e) You do not get out of the car – unless your child requires assistance to be restrained in a car seat.
- f) When entering the 'Rocket Pick Up' area that you display your 'Rocket Pick Up' label, which clearly indicates your child's surname.
- g) You are to obey the speed signs at all times.

3. 'Rocket Pick Up' Label

- a) Only cars displaying the 'Rocket Pick Up' label will be allowed to pick their children up via the 'Rocket Pick Up'.
- b) To get a label, families need to sign a 'Rocket Pick Up' User Agreement from the school office. Once this is read and signed, a label will be issued.
 - i. Please note, we are happy to issue 'Rocket Pick Up' labels to parents, grandparents, baby sitters and the like. Any person, as requested by the primary caregiver, will need to come into the office and sign this user agreement.

5. 'Rocket Pick Up' User Agreements

- c) 'Rocket Pick Up' User Agreements are available to be signed from the school office.
- d) A 'Rocket Pick Up' label will be issued when an agreement has been signed and returned.
- e) User agreements can be cancelled if the terms and conditions of the user agreement have not been followed.
- f) People who have signed the user agreement are allowed one infringement. When a second infringement occurs, that agreement will be cancelled.
- g) People who have their user agreement's cancelled are still welcome to collect their child via the Circle pick up within the school grounds.



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St James' Primary School Muswellbrook 2021 Rocket Pick Up User Agreement

I _____ (name of person seeking a label) agree to the following when using the 'Rocket Pick Up' at St James' Primary School, Muswellbrook.

I:

- a) will only access the school site when the green 'GO' sign has been affixed to the school entry sign.
- b) understand that the Pick Up Area is the only area in 'Rocket Pick Up' that I can pick my child up from.
- c) will ensure the pickup label is affixed to the front of the car's dashboard or sun visor.
- d) will stay in the order I entered the gates.
- e) will not cut in front of or overtake other vehicles in the school grounds.
- f) will not reverse my vehicle in the 'Rocket Pick Up' area.
- g) will not get out of the car (unless your child requires assistance to be restrained in a car seat)
- h) will stick to the designated speed limit.

I understand if I break any part of this agreement it may be cancelled.

Signed: _____ Date: _____

Child/ren: _____ Class: _____