
ARRANGEMENTS FOR CHILDREN IN YEARS PREP TO 2 RETURNING TO SCHOOL

As per the letter sent home last week, children in years Prep to 2 will recommence learning at school from Tuesday 26th May. Remote and flexible learning will cease for all students in Prep, Year 1 and Year 2 as of Friday 22nd May, this includes take home packs.

Prior to this phase of return to school, Monday 25th May will be a **PUPIL FREE DAY**. This includes all school students of TMPS, including those currently being supervised onsite and continuing to learn remotely. The day will be used by all staff to prepare for this first phase of return to school.

ALL CLASSES FOR PREP, 1 AND 2 WILL START AS PER NORMAL AT 9.00AM FROM TUESDAY 26TH MAY.

WE ASK THAT YOU PLEASE ARRANGE TO DROP YOUR CHILD OFF BETWEEN 8.40AM – 9.00AM TO ALLOW FOR THE NEW PROCEDURES.

To allow for an effective drop off process for children in the morning, wherever possible when dropping your child off, we encourage parents and adults not to enter the school grounds.

- We encourage parents to use the drop off zone on Cunningham Drive and continue on without leaving their car. Please note, the staff car park is not to be used for dropping off or collecting a child.
- If you are a Prep parent and you wish to hand your child directly to a staff member, we ask that you enter the school grounds on Cunningham or Thomas Mitchell Drive, but do not move beyond the 'orange bollards' within the grounds.
- Staff will be available at all bollards and located around the school gates wearing hi-visibility vests to direct and assist your child to their classrooms safely, if needed.

PARENTS MUST NOT ENTER THE SCHOOL BUILDINGS AT ANY TIME WITHOUT AN APPOINTMENT.

During this phase of return to school, staff in years Prep, 1 and 2 will be waiting in their classrooms to receive the children and settle in for a 9.00am start.

TO ALLOW FOR AN EFFECTIVE PICK UP PROCESS, WHILE PRACTISING SOCIAL DISTANCING WE HAVE ARRANGED THE FOLLOWING PICK UP TIMES FOR ALL PREP, 1, 2 AND ON-SITE STUDENTS.

Collection times are as follows with a school map attached also, highlighting the pickup point for each letter. If you have any questions please contact the school prior to Tuesday for further clarification.

- **3.00PM CHILDREN WITH SURNAMES STARTING WITH A TO D**
- **3.10PM CHILDREN WITH SURNAMES STARTING WITH E TO K**
- **3.20PM CHILDREN WITH SURNAMES STARTING WITH L TO Q**
- **3.30PM CHILDREN WITH SURNAMES STARTING WITH R TO Z**

We ask that if you are having to wait for your child on the school grounds, please maintain social distancing at all times.

Staff and students will watch for their parent/guardians arriving on the grounds or driving into drop off zones, although the following guidelines will be followed:

Prep students if they don't have siblings at school, they will only be allowed to leave the school grounds when their parent/guardian has arrived at the designated location at their allocated time.

Year 1 students may be collected by their parent/guardian from the designated location as shown at their allocated time, or will be directed to the drop off zone when they identify their parent's car.

Year 2 students will be dismissed at their allocated time. Please discuss with your child what your arrangements are to collect them. This may include using the school pick up/drop off zones or the location as shown on the school grounds.

Please note: Children attending school for onsite supervision in years 3 to 6 will also be dismissed at the above times.

AFTER SCHOOL CARE

If your child is booked in to attend the after school care program (Camp Australia) and they are in:

PREP	STUDENTS WILL BE TAKEN TO THE GYM AT 3.30PM
YEAR 1 OR YEAR 2	STUDENTS WILL BE SENT TO THE GYM AT 3.30PM
ONSITE SUPERVISION	WILL BE COLLECTED FROM THE YEAR 6 BUILDING AT 3.30PM

IMPORTANT INFORMATION

Please note all temperature checking of staff and students will be stopped as of Friday 22nd May, as per the Department guidelines. We do ask though that if your child is feeling unwell that you please keep them home from school and notify the school of their absence.

ONSITE SUPERVISION YEARS 3- 6

Onsite supervision of students in years 3 to 6 will continue to take place in rooms 14 and 15 (the Year 6 building) during this phase of return to school. Onsite supervision is only for all families who have PREregistered and have been PReapproved.

Supervisors will be waiting to receive these students ready for their 9.00am start.

If you meet the following criteria and require onsite supervision of a student in year 3 to 6, please contact the school for approval and to obtain a booking form:

- Children of parents who cannot work from home
- No other arrangements (other family members or friends) can be made
- Children identified as vulnerable.

MEDICAL CONDITIONS/MEDICINE

The school nurse will be onsite at all times to continue the management of children with chronic/ongoing medical conditions, who have previously submitted their medications, equipment & management plans to school.

At the end of Term 1, many medications were collected from school, including EpiPen and asthma devices. On Monday 25th May, parents will have the opportunity to bring these back to school at scheduled times. Please contact the office to arrange a time.

IF YOUR CHILD BECOMES UNWELL AT SCHOOL

Parents/guardians will be telephoned to arrange to have the child collected promptly. If a child has a fever, cough, sore throat, vomiting or diarrhoea, they may be isolated from others while they wait to be collected. Pick up arrangements will be confirmed via this phone call.

IF BRINGING A CHILD IN LATE

- Please drop your child off at the MAIN school gate and send them into the office immediately. We request you wait until your child is in the front door before departing. Office staff will sign your child in and send them safely to their classroom.
- Your child will be marked on the official role as 'Late' or 'Morning Absence'.

IF PICKING UP A CHILD EARLIER TO ATTEND AN APPOINTMENT OR SIMILAR CIRCUMSTANCES

- Please telephone the office on **9706 2254** at least 15 minutes prior to pick up, to notify the office that you wish to collect your child early.
- Office staff will arrange for your child to be sent to the office safely, where they will be signed out on your behalf.
- Your child will be marked 'Early Departure' or 'Afternoon Absence'.
- Your child will then be escorted to the MAIN school gate at the drop off/pick up driving zone on Cunningham Drive.

IF YOUR CHILD IS ABSENT FOR THE DAY

Our normal school procedures are in place, please notify the office prior to 9.00am if they are to be absent for the day. If no notification is received they will be marked absent, and a notification will be sent requesting an explanation.

WHAT TO SEND YOUR CHILD TO SCHOOL WITH

- **School uniform for ALL children attending school, this includes those in years 3-6 for onsite supervision**
- **Raincoat and/or umbrella (labelled with child's name)**
- **Lunch and Snack - there are no counter sales from the canteen**
- **Labelled water bottle (drinking taps are available, however we recommend children bring their own bottles)**

UNIFORM SHOP

OUR SCHOOL UNIFORM SHOP WILL BE CLOSED FOR PARENT/GUARDIANS TO VISIT ONSITE

If you wish to place an order, we can arrange for delivery to your child in class on the next available uniform shop day, i.e. Tuesday or Friday.

TO ORDER

Please refer to our Uniform Shop price list (also available on our website and SkoolBag app) and determine what you require and the sizing before placing your order.

- a) Phone the school, read out your order and pay by credit card over the phone.

OR

- b) Email your order to the school and an appropriate phone number (and time/day) to ring you to process the payment by credit card over the phone (DO NOT provide your credit card details in the email)

OR

- c) Send the order and payment with your child in the morning. Ask your child to bring the order/payment to the office immediately upon arrival to school.

Please do not label garments or remove any tags until you are sure that product is acceptable. If you need to return items to school for exchange or credit, garments must be in the same condition as sold. Please contact the office via phone to arrange this.

Unfortunately during this time a number of our usual programs and services will not be available. We ask that you please keep up to date via our weekly newsletter, website and our SkoolBag app.

CURRENTLY THE FOLLOWING STANDS

- **No parent helpers within the school grounds at any time.**
- **Our banking program is suspended until further notice.**
- **Our Playgroup program is suspended until further notice.**
- **The canteen will only be available from Wednesday 27th May only via online lunch orders.**
- **There will be NO cash or paper lunch orders accepted.**
- **There will be no over the counter sales for students during recess and lunch either.**
- **Instructions to order via the QKR app is attached. Please finalise your order prior to 9.00am. Late orders cannot be accepted.**

If you wish to speak your child's teacher or need to discuss anything further regarding the return to school, please refrain from entering the school grounds and use the following forms of communication:

Please phone us for any enquiries on 9706 2254. Alternatively, you can email your request or questions to thomas.mitchell.ps@edumail.vic.gov.au

Regular communications also occur via the following so please ensure you have access to these.

- ***Weekly newsletter on Thursdays (emailed & updated to SkoolBag and our website)***
- ***Direct letters to families (via email and SkoolBag)***