
ARRANGEMENTS FOR:

CHILDREN IN YEARS PREP TO 2 CURRENTLY AT SCHOOL CHILDREN IN YEARS 3-6 RETURNING TO SCHOOL

(Yellow highlights indicate updated or new information from previous letter issued 21/5)

As per the letter sent home recently, children in years 3-6 will recommence learning at school from Tuesday 9th June. Remote and flexible learning will cease for all students in Year 3, Year 4, Year 5 and Year 6 as of Friday 5th June, this includes take home packs.

Prior to this phase of return to school, Monday 8th June will be the **QUEEN'S BIRTHDAY PUBLIC HOLIDAY**. This includes all school students of TMPS, including those currently being supervised onsite and continuing to learn remotely.

ALL CLASSES WILL START AS PER NORMAL AT 9.00AM FROM TUESDAY 9TH JUNE.

WE ASK THAT YOU PLEASE ARRANGE TO DROP YOUR CHILD OFF BETWEEN 8.45AM – 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 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.
- Students who attend Gleneagles are not to enter school grounds while walking to school.

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

All teachers 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 STUDENTS. STUDENTS IN YEARS 2 – 6 WHO ALTERNATIVE ARRANGEMENTS SUCH AS WALKING HOME WILL STILL BE DISMISSED AT THESE TIMES.

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 will only be allowed to leave the school grounds when their parent/guardian/sibling has arrived at the designated location at their allocated time.

Year 1 students may be collected by their parent/guardian/sibling 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 – 6 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.

Where a student in Years 2 - 6 has a sibling in Prep or Grade 1, they will be instructed to meet their brother/sister at the designated location. From that point students will be dismissed when they identify a parent/guardian or either begin to walk home or wait for their parent.

Children who are walking home from school are asked to pass through the designated zones and indicate to the teacher on duty that they are now walking home.

Students in Years 2-6 wishing to leave by the rear of the school are able to do so if this is the desired pick-up arrangement.

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 to YEAR 6

STUDENTS WILL BE SENT TO THE GYM AT 3.30PM

IMPORTANT INFORMATION

Please note all temperature checking of staff and students was 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.

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. 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 a student is sent home unwell:

The school nurse monitors their return to school by checking attendance daily. If a student has returned to school the nurse will work with the class teacher to reassess the student's health if no other information is provided from the family.

- If a student returns to school after an unknown or illness related absence and no information has been provided from the parent, the nurse will conduct a health assessment at the earliest opportunity in the morning. Parents will be contacted if required.

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**
- **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 currently not accessible)**

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.

EDMODO ACCESS

With the return to on-site learning for our Years 3-6 students next Tuesday 9th June, we will no longer be using the platform Edmodo to manage remote and flexible learning. To continue building the wonderful skills many of our students have developed this term, we will continue to use Edmodo for the distribution, submission and feedback of homework tasks. Further information, including guidelines for this, will be distributed shortly.

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 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 to 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)***