



# ASHTONFIELD PUBLIC SCHOOL

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Dear parent/carers,

Attached is a copy of our emergency pick up procedures. This procedure would be used to assist infection controls in the event that we needed to evacuate our site during a pandemic due to COVID-19 or other infections.

## **Download Skoolbag**

In the event that we need to notify our whole school community about a confirmed infection, we will be sending this information via Skoolbag app and email. Please make sure that you have downloaded the Skoolbag app as many parents do not monitor emails throughout the day. When downloading Skoolbag, make sure to enable push notifications. This notification will go to 'whole school'. If you are unsure how to download Skoolbag, we will share these instructions again in next week's newsletter.

## **Be familiar with the map**

Please look at the attached map and instructions carefully. Parents will enter through the front gate and exit through the side gate. **Please walk to the school or park your car some distance away.** There is not a lot of parking available at the Norfolk Street entrance.

**K-2 parents must enter the school through the front gate at Norfolk Street.** After picking up K-2 students, parents will either continue on to pick up 3-6 students or walk through to the exit via the side gate.

**Parents with 3-6 students only may enter through the service entrance** further down on Norfolk Street. Parents will follow the markers to the Basketball Court, pick up their students and exit via the side gate. Parents will not be allowed to pick up K-2 students through this entrance, they will be asked to leave and re-enter via the front gate.

## **Emergency Contacts**

Please take the time to **update your emergency contacts**. To protect the safety of our students, we are unable to release your children to family or friends that are not nominated as an emergency contact. It is unhelpful to have an emergency contact that lives out of the area and may therefore take some time to respond to an emergency. If you would like to update your emergency contact, please email the school with your change of details.

Make sure that you and your emergency contacts are familiar with the map and instructions. To assist us, they will also need to know your child's class and year group.

***As you can understand, this evacuation circumstance is very specific and requires careful planning to minimise risk.***

### **Reduce the potential spread**

Students will:

- sit outdoors, physically distant from each other,
- K-2 students under the Hall COLA and 3-6 under the Basketball Court COLA.

Staff will:

- remain physically distant from adults on site.

Parents will:

- come alone to pick up students,
- enter via the front gate and leave via the side gate,
- wait patiently, following a single pick-up line,
- use the markers to remain 1.5 metres apart at all times, and
- follow instructions from staff on site.

### **Keep our children safe**

Students will:

- wait patiently in class lines under the nominated COLA, and
- remain seated until the teacher releases them.

Staff will:

- remain with their class/students at all times,
- seek support in identifying emergency contacts and parents, and
- ask for identification from the adult if in doubt.

Parents will:

- ensure that only parent/carers and emergency contacts arrive to pick up,
- be ready to supply appropriate identification, and
- remain until the class teacher has noted your name and pick up time.

### **Manage congestion**

Staff will:

- monitor gates and direct parents in the correct direction.

Parents will:

- walk to school or park away from the school grounds,
- use the appropriate gates,
- know the class and year group of the student/s they are collecting,
- wait patiently, following staff directions, and
- ensure that only one adult arrives to pick up students.

If your child is unwell in sick bay at the time of evacuation, parents will be phoned for a change of pick-up at the school office. All other students will be with their class under the appropriate COLA.

Please assist us in keeping our phone lines clear during this emergency evacuation. Only phone the office at this time with critical information. When we have further information, we will communicate it through the usual channels of email and Skoolbag app.

Thank you for assisting us in being prepared.

Melissa Scully  
Principal  
10/6/20