

# Safe arrival and departure procedures: a managed return to school

To support the Department's Covid-19 [Advice to Families](#) as more students return to your school grounds, consider updating:

- risk assessments for entry and exit
- communication to parents and carers about any changes to arrival and departures
- casual teachers with arrival and departure procedures at your school
- the School Crossing Supervisor and Assisted School Travel Program providers about physical distancing and using hygiene processes
- students, parents and carers who travel by [public transport](#), with the latest safety advice.

## Considerations for arrival and departure supervision:

- ensure high visibility jackets are available for each teacher (not to be shared) and following hygiene processes
- increasing or decreasing entry and exit gates to safely manage pedestrians
- ensure staff are aware of their own safety when managing students in and out of cars, e.g.
  - not standing between cars to prevent possible injury
  - asking driver to wait until child is buckled up, if they can do it themselves.
- encourage parents and carers to pick up and drop off their children from designated locations around the school
- display signs around the school to inform changes to arrangements for pick up and drop off
- monitor and evaluate changes to ensure safe arrivals and departures to school.

## Consider:

- **late arrival** arrangements for late entry to the school, e.g. drop off child at office and office staff will escort late arrivals to class.
- **wet weather** arrangements to minimise numbers of people in one area
- **school bus** assembling area to ensure physical distancing of students and possible additional teacher supervision.

## More Department information:

- [Duty of care](#) - Questions about road safety
- [Health and Safety Consultants](#)
- [Road Safety Education Officer](#) for ongoing support.
- Stay safe at school gate [posters](#) for each phase.
- [Advice for families](#) has ideas for arrivals and departures such as:

### **Will my school allow me to enter the school grounds to collect my child?**

As part of their social distancing strategies schools may request that parents do not enter the school grounds at drop off and pick up times. Procedures for dropping off and collecting students at the start and end of the school day will be developed. Parents are asked to consider appropriate social distancing during these times and to follow the advice provided by their school.

### **Will school drop off and pickup be staggered?**

Yes, school drop off and pickups can be staggered. Follow your school's advice regarding changes.

## Sample message to parents about changes to arrival and departures routines

To ensure your child's safety we would like to distribute students and parents/carers evenly around the entry/exit points for pick up and drop off.

### **DROP OFF**

8:30-9:00am a teacher will be stationed at the gates xxxxx to receive your child.

**Morgan Street:** 'Kiss and Go' only (no pedestrians) - please stay in your car and the duty teacher will help children if required.

**Frank Street:** walkers who live west of the school enter through this gate.

**Cow Street:** walkers who live east of the school enter through this gate.

### **PICK UP:**

Please be patient and polite.

**Morgan Street:** 'Kiss and Go' only (no pedestrians) - please stay in your car and the duty teacher will help children if required. As parents get to the top of the queue your child will be released.

**Frank and Cow Streets:** parents and carers are to queue in one line 1.5m apart along the fence. As parents get to the top of the queue your child will be released.

### **Late arrivals/early departure:**

Please call the school office and an office staff member will meet you at the Frank Street gate to escort your child to or from class.