



13/7/21

COVID-19 COLLECTION ARRANGEMENTS- St Patrick's Lochinvar

In the event of a confirmed case of COVID-19 at our school, we will undertake a coordinated process of clearing our site. This information was communicated last year to parents and is sent again to remind all parents of the specific procedures to be followed by parents, if required.

I reiterate the staggered measures that are needed to ensure the safety and well-being of all concerned and ask that you are familiar with these procedures.

COMMUNICATION WITH PARENTS

If a positive case is confirmed at our school, all communication will be provided through COMPASS. Parents will receive an email and text notification indicating that a case has been confirmed and the required steps for collection of children. Please check your mobile phone settings to ensure NOTIFICATIONS ARE ON.

COLLECTION OF CHILDREN

Parents will be asked to attend the school site at different intervals and wait patiently at their designated collection point (whilst practicing physical distancing). In the event that collection is required, we will make use of 4 x pickup points to create further physical distance between parents and students.

- Hall Gate
- Side Playground Access Gate (below the hall carpark)
- COLA Access Gate
- Cemetery Gate

Collection will be staggered according to family surnames. Students from the effected grade will be transferred to the school hall to wait in their own class group until family groups are called for dismissal.

Parents will be allocated a specific timeslot to collect their children and **MUST NOT** come to the school earlier than their nominated time. Earlier arrival will impact the effective and safe dismissal of all children and result in parking and traffic snarls.

PARENTS MUST NOT COME TO THE FRONT OFFICE. NO CHILD WILL BE DISMISSED FROM THIS AREA.

Accurate records will be maintained and students must be recorded when leaving the school grounds, accompanied by their parent/carer. No child may leave without parental/ carer approval.

PROCEDURE

Buses will be cancelled. OOSH Services (St Nicholas & Tilly's) will be cancelled.

Parents must go to the dedicated collection point, as identified by surname (see below) at the time nominated via the COMPASS ALERT. Collection is staggered by 30-minute intervals for Groups 1-4.

Family groups will stay together until collection, whilst practicing physical distancing.

PICK-UP POINT					
		Hall Gate	Side Playground Access Gate (Below the hall carpark)	COLA Access Gate	Cemetery Gate
ALLOCATED GROUP BY SURNAME	GROUP 1	A	B	C	D & E
	GROUP 2	F	G	H	I, J & K
	GROUP 3	L	M	N & O	P & Q
	GROUP 4	R	S	T, U & V	W, X, Y & Z

Family groups who are not collected at the nominated time will wait separately in the library.

MEDIA PROTOCOLS

- No parent or student is to use social media to discuss or advertise the event
- No parent or student is to engage with any media outlet requesting comment

FURTHER INFORMATION

- The school will be required to close for at least 1 day for cleaning and contact tracing, but this will depend on who the infected person is, interactions and size of the school. Ongoing communication will be provided to parents via COMPASS
- NSW Health will take responsibility for all media communication.
- NSW Health will make contact with those who have had interactions with the infected person and identify both CLOSE CONTACTS and CASUAL CONTACTS.

We do not anticipate that these measures will be required, but I am sure you agree that being well prepared is a sensible measure.

Thank you in advance for your willingness to read, understand and if required, follow the planned procedures for the safety and wellbeing of our community.

Regards,

Jacqueline Wilkinson (Principal)



RETURN SLIP- Please complete and return ASAP

UPDATED JULY 2021

It is recommended that children are transported from school by their immediate family/ household to reduce potential risk. If you are unlikely to be available at short notice, it is necessary to indicate an alternate contact.

FAMILY NAME: _____

CHILD/REN: _____ CLASS: _____

CHILD/REN: _____ CLASS: _____

CHILD/REN: _____ CLASS: _____

- ☐ My child/ren will be collected by their parent/guardian
- ☐ My child/ren will be collected by a friend/relative who **DOES NOT** have children at St Patrick's

Name: _____ Contact details: _____

- ☐ I have arranged for my child to be collected by a **CURRENT PARENT** of St Patrick's

Name: _____ Contact details: _____

Signed: _____

Date: _____