



Monday, 25 January 2021

Dear Parents and Caregivers

At the commencement of the school year, St Francis Xavier will be operating under Phase Four Guidelines for schools. Parents and caregivers will be required to follow the drop off and pick up procedures as outlined below. This will be an added layer of complexity being the start of the school year, however our focus remains on the safety and wellbeing of our community.

### **School Arrivals and Departures**

Families of students in Grade 1 to Grade 6 are asked to farewell their children from the grass area at the front of the school. The same process for collection will be followed at the completion of the school day. The Catholic Centre and St Vinnies Kiss and Drop zones will continue as per previous years and I encourage parents where possible to utilise these. If children require support to transition to school, staff will be available to support this process.

3 Year old – Pre-Primary families may enter the Early Childhood, if required, to assist with transitioning their child to school. Under Phase Four restrictions, parents are requested not to enter classrooms and to exit the Early Childhood area in a timely manner. Staff will be on hand to welcome students and support their transition into the classroom.

At the completion of the day, parents are asked to wait outside the Early Childhood gate until they are invited in to the ECE play area. Staff will dismiss students from classrooms once parents have been identified. At all times, parents are requested to practice social distancing whilst on school premises.

A reminder, Kiss and Drop are shared zones. Parents with children in older years are asked to arrive after 3:10 to ease congestion. If you are asked by a staff member to move on, this is to assist in the smooth flow of traffic and the safety of all students.

### **School Start Times**

As the year commences, parents are reminded of the scheduled school arrival times;

- Years 1 – 6 should arrive at school after 8:10am
- Pre-Primary and Kindergarten should arrive at 8:30am

The Early Childhood gate will be open from 8:30am. Students arriving after 8:45 must enter via the front office.

3 Year Old Kindergarten students should arrive from 8:45am. The ECE gate will be locked at 9:00am on Monday and Friday. All students arriving after this time must enter via the front office.

### **Health and Hygiene**

As per recommendations, additional cleaning will be undertaken in line with advice from the Department of Health. Water bottle fillers are now permanent and students must have their own labelled water bottle at school.

I look forward to welcoming all families and students back to school next week.

Yours sincerely

Ben Doyle  
Principal