

2023 – 2024 School Arrival & Dismissal Protocols

ARRIVAL AT SCHOOL

Drop off is 8 am until 8:20 am

- Toddlers, Nursery, and Reception parents should take the children to their respective classroom doors at **8:00 am**. Teachers will be there to meet the children and speak with parents.
- Years 1 and 2 children should be brought to the school gates, where teachers on duty will meet them and take them to their designated playground space. We respectfully ask that parents do not come into the school playground.
- All younger children that come on the bus will be brought to their classrooms, or playgrounds by duty teachers.
- All students from Year 3 and above must use the live drop off facility. This entails following the live drop off car line around campus until you arrive in front of the school building. There you will be met by duty staff and faculty who will support students who need help getting out of the cars and into the building.
- Years 3 and 4 children will come down to the playground by the parking lot, and Years 5 and 6 will go to the gym. The children will have all this explained to them on the first day by their teachers, so please do not worry if it seems confusing at first.
- Middle and High school students should go straight to their mentor room when they arrive in school.
- At 8.20am all students will go to their classrooms for registration.
- We ask that no parents /care givers get out of the car in the live drop offline.
- If any student arrives after 8:20am, the parent must bring them to the Main Entrance and sign them in at the Main Office. The student can then walk to class. Younger students will be walked down to their classroom by Main Office staff.

DISMISSAL FROM SCHOOL

Pick up from school is at 3:30pm.

Club pick up from school is at 4:30pm (5:00pm for Reception-Y6 Tennis).

- Toddlers will be collected from the class door. Teachers will bring the children to the class door and handover to parents / care givers.
- Nursery and Reception parents may collect their children from their classroom doors, where the teachers will dismiss them.
- Year 1 and Year 2 parents should wait at the school gate. The Year 1 and Year 2 students will be brought out by teachers and dismissed to the person collecting them. Again, parents should please remain outside the school gate to avoid crowding in the playground.
- All younger children that go home on the bus will be brought to their bus by duty teachers.
- All children going to Aftercare (please check separate information about the Aftercare program for specific information) or to a club or Extra-Curricular activity will go straight there. (Younger children will be collected and taken to both)
- All students from Year 3 and above must use the live pick up from the top floor. This entails following the live pick-up car line around campus until you arrive in front of the school building. There you will be met by duty staff and faculty who will support students who need help getting into the cars. Children will then be sent up to the main lobby, where the teachers on duty will dismiss them to their parents. Please note that when Years 3- 6 students are sent up by their teachers, they will wait on the first part of the sidewalk nearest the school, between the main lobby and the fire hydrant (which is halfway between the main school and the Steam center) Please pull up to near the main school building before having your child get into the car.
- Parents of Middle and High school students should either text their child as they arrive on campus, or as they pull up in the pick-up line, they will see their child waiting on the sidewalk in the area between the hydrant and the Steam Center. (The hydrant is midway between the main school and the Steam center.)
- We ask that no parents /care givers get out of the car in the live pickup line. This is very important as this can delay the pickup line and can be dangerous as cars and buses are passing by.
- If you will be late for dismissal, please call the Main Office. Your child will then be sent to the Main Office where you can collect them once you have arrived. If you will not be able to arrive by 3:45PM, your child will be sent to Aftercare.