

Morning and Afternoon Procedures - 2025

Morning Procedures

- Drop off as normal - Arden St gate ONLY
- Teacher on duty on the Possum playground (8:30am)
- At 8:55 am Class teachers pick up their class from the playground.
Morning assembly with the students lining up in class lines before going to class for lessons.

Recess (11:00-11:30am)

Lunch (1:30-2:10pm)

Afternoon Procedures

- All car pick up students are to come out the Arden Street gates at 3:10 pm, to the 'kiss and go' area
- Children going to SCECS - line up outside SCECS waiting for SCECS carer instructions
- All students being picked up by parents from Greville Street gate to be on the possum playground by 3:10 pm. Each class teacher lines their class up in rows of two facing the street. Teacher on duty opens the gate and calls names of students out when their parents/carer arrive.

Morning Wet Weather Procedures

- 8:25am: Drop off as normal - Arden St gate only
- Students are to go straight to their classroom and all class teachers on duty

Afternoon Wet Weather Procedure

- The eldest child goes to the youngest child's classroom to pick up their sibling and wait with their brother/sister until the parent/carer arrives.
- Students who are catching a bus or walking home may leave the school site at 3:15 pm.

Carline Pick up Procedures and Etiquette

- The safety of all the children is of prime importance. Parents are requested to adhere to the following regulations for car drop off and pick up. (These are RTA and Local Government regulations). Rangers regularly patrol the area and will issue fines to offending drivers.



- All car pick up students are to come out the Arden Street gates at 3:10 pm, to the 'kiss and go' area.
- **Parents are not to get out of their car or leave their car unattended**
- Teachers that are rostered on the carline do the duty.

Parent/Carer Information Carline Pickup

1. Students are to wait with their siblings against the wall on the footpath.
2. **Parents must clearly display the family surname on the front seat passenger visor** so as to make the carline flow. This could be a fun activity for your child to create ;)
3. Ensure you are parked correctly in alignment with the footpath, not with the back of the car protruding onto the street.
4. All children are to enter their car through the **kerb side door only** and are **not to access the boot** to put in any bags.
5. Teachers put the children in the cars in the afternoon.
6. Parents/Carers are not to get out of their car.
7. During 8.00 – 9.30am and 2.30 – 4.00pm this is a **NO PARKING** area. Only a **2 minute limit**. Children may be dropped off or picked up. We ask that you drop your child/ren off and leave as soon as they are out of the car. Drivers are asked to move on once they have completed their pickup.
8. The traffic should flow freely. Drivers move to the front of the line and the children are to get into the first three cars for pickup, and then the car moves on.
9. If no spots are available you will need to drive around the block until a spot becomes vacant. Drivers are asked to move their car forward. We ask that **no driver reverse park** into the pick up zone as this is extremely dangerous for all concerned.
10. No parking across the church driveway or across the Everlearn Preschool driveway or carpark.