



EHPS Student Collection Procedure for Parents

In the unlikely event of an immediate school closure due to COVID-19, the following plan will be executed. Please ensure that you are familiar with the procedure below in case action is required.

You have already supplied the details of 3 contacts for student collection and these data will be used to ensure all students are collected safely. Evacuation and collection will be done in an alphabetical order to ensure siblings remain together for easy collection and minimise traffic on Elanora Road.

Elanora Road driveway (boom gate) will be the collection point and all cars should enter from the Elanora/Anana Road corner. An extended “Kiss and Drop Collection Zone” will be utilised for student collection. Parents are to remain in their cars with the passenger window down so that communication can occur with staff. **NO PARENTS WILL BE ALLOWED ONSITE.**

This collection procedure **MUST** be adhered to in order to facilitate a smooth collection process:

1. The school will notify parents via the school app that students are to be collected.
 - a. You will be called to the school to collect according to surname, using the following breakdown
 - i. A – D
 - ii. E – L
 - iii. M – R
 - iv. S – Z

PLEASE ONLY COME WHEN YOUR SURNAME GROUP IS NOTIFIED THROUGH THE APP.

IF YOU ARRIVE EARLY YOU WILL BE DIRECTED TO DRIVE AROUND THE BLOCK AS STUDENTS WILL NOT BE READY FOR COLLECTION.

2. Authorised adults will queue in the “Kiss and Drop Collection Zone” and advise the staff member on duty which family they are collecting.
3. Staff members on duty will call the students to the car where they will:
 - a. Ask to sight the adult’s driver’s licence, (please be prepared for this).
 - b. Check the name against their spreadsheet list
 - c. The student will leave directly with the authorised adult driving towards Woorarra Avenue.

Thank you for taking the time to be prepared for this possible Collection Procedure. Please see map on next page.



Elanora Heights Public School

RESPECT

ACHIEVEMENT

RESPONSIBILITY

www.elanorahts-p.schools.nsw.gov.au

EHPS Student Collection Traffic Map and Collection Zone

