

# GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

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W: [www.glenelgps.sa.edu.au](http://www.glenelgps.sa.edu.au)



23-3-2020

Dear Families,

There have been some further refinements since last Friday to arrangements at school due to COVID-19.

## Contacting the Front Office

People are still welcome to ring the Front Office on 8295 3943. However, because the school only has two physical lines, at the moment there can be some delay in people getting through due to the sheer volume of calls. If you need to inform us of your child's absence, a good option is to e-mail us instead. Please use:-

[Trea.HentySmith767@schools.sa.edu.au](mailto:Trea.HentySmith767@schools.sa.edu.au)

In the e-mail please briefly mention the reason (i.e. illness, or decision to isolate child away from school, for instance) and also whether the absence is just for that day. If it is for a longer absence, please include those details too so you don't need to send a new e-mail every day.

## Dropping off and picking up children

We've seen most people are dropping the children off at the school boundary, which is really appreciated. We understand that the new approach regarding drop-off and pick-up of students at school has been a challenge for many, but we need your on-going support with this Government directive.

If for some reason you still need to accompany your child into the school grounds, we understand, but we are sincerely asking parents to not come into the buildings with children at all. We really regret the need to ask this of families and we hope you understand. Due to the close community relationships we have at this school, this is a difficult request; however, it is essential that we support those most vulnerable in our community in the best way possible at this time.

If you are bringing your child to school after 8:55am, please come to the office in the usual way to sign your child in, and then the child will go to class by themselves. If you need to pick up prior to 3:15pm, please ring the school and we'll do our best to have your child wait for you in the office area at the correct time.

Kind regards,  
Anthony Fischer  
Principal