



COVID-19 School Closure Procedure

- In the case of a school closure, parents will be sent a text message from the School alerting them of the need to collect their child.
- If you are unable to collect your child we require if possible 3 people (besides the child's parents or carers) that are able to collect your child in an emergency. Please complete the 'COVID-19 – People Able to Collect Your Child in an Emergency' Form on Skoolbag.
- Please ensure correct spelling of names as Photo ID will be required.
- Please ask your child to explain to you the location of their collection point on the school map - <https://www.pittwaterhouse.com.au/assets/docs/Campus-Map-for-Collection-Points.pdf>
- Please ask one of your nominated contacts to collect your child if you are unavailable at the time.
- Please forward this information and school map to your nominated contacts so they are familiar with where your child will be located.

At this time it is extremely important that your details on Edumate is correct, especially mobile numbers. Emergency contacts will only be engaged where a student's Primary Carers cannot be contacted.

Emergency Student Collection Points

Year Group	Collection Point
ECC	Parents will collect from ECC (via Parkes Road entrance)
K-2 Hub	Parents will collect directly from K-2 Hub
Years 3-6	Parents will collect students from the Junior School Deck
Year 7	School Hall
Year 8	Sports Centre
Year 9	Performing Arts Centre (behind Sports Centre)
Year 10	Amphitheatre (in front of Canteen)
Year 11	NG1 and NG2
Year 12	NG1 and NG2

Please make yourself familiar with the School Map Collection Points <https://www.pittwaterhouse.com.au/assets/docs/Campus-Map-for-Collection-Points.pdf>. There will be signs around the school directing adults collecting students.

Please note that in the case of an emergency, students will not be permitted to catch public transport home. Senior Students who drive to School may drive home once they have been released by staff from the collection points, however, students will not be permitted to carpool with other non-sibling students.

Thank you for your attention to this process and for providing the school with this information.