

12 February 2019



Dear Parents and Caregivers

For the car park with the Drop-off and Pick-up zone to function well for our community, we need clear guidelines for its use. Therefore, this letter is to inform and/or remind all school families of that.

Parking in front of church carpark

- Follow the directions of all signs.
- All vehicles are to reverse park in marked parking bays.
- All vehicles are to enter and exit as per road markings.
- No parking in Drop-Off and Pick-Up Zone between 7:45am - 8:30am and 3:00pm – 3:30pm.
- **If you arrive before 3:00pm, you must park in a parking bay.**
- No right turn out of carpark.
- Speed limit of 10km/hr.

Drop-Off and Pick-Up Zone

- Create a safe environment for children.
- Keep traffic moving.
- Do not queue across staff carpark exit.
- Staff supervision for students being picked up in the afternoon.
- Younger (non-school aged) children must stay in vehicles while their older siblings are being dropped off and picked up.

Using the Drop-Off and Pick-Up Zone

- Use the area like a quick moving taxi rank.
- The Drop-Off and Pick-Up Zone is only a **1-2-minute** parking spot. Any longer than this or if your children are not ready to get straight into your vehicle at pick-up time, move on and do another circuit.
- When your car pulls into the Drop-Off and Pick-Up Zone, this is when children need to get in or out of the car.
- Children are to get in or out of the car from the **left-hand passenger side doors only**.
- If you are an early arrival at pick up time, then make sure your child/ren are prompt at getting to the drop off zone. **You cannot stay parked waiting for your family to arrive.**
- Consider coming later but before 3:30pm to avoid traffic congestion.
- In the morning, say good-byes at home, before you get in the car and make sure your child has their bag ready so that they can get out of the car quickly. Stopping to get bags out of the boot, put jackets on etc. slows the traffic down.
- Parking in the drop off zone is only permitted between 8:30am and 2:45pm.
- At pick up time, children are to wait safely along the pathway leading to the Drop-Off and Pick-Up Zone or in the under covered area and not step forward until a car has stopped.
- Drivers are asked to keep moving forward and not leave a parking space in front. Children are expected to walk up to where their car has stopped rather than be picked up exactly where they are standing.
- Teach your children to look out for your vehicle and to get in and out quickly when you pull up.

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Safety tips for drivers using a Drop-Off and Pick-Up Zone

- Always drop off or pick up your child from the designated zone and follow the school's procedures.
- **Drivers should remain in their vehicles at all times in the Drop-Off and Pick-Up Zone.**
- Make sure children use the **left-hand passenger side doors only** to get in and out of the car.
- Make sure the handbrake is applied when the vehicle is stationary.
- Always park legally.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.

Safety tips for students

- Always get in and out of the vehicle through the **left-hand passenger side doors only**.
- Stay buckled up until the vehicle has stopped in the Drop-Off and Pick-Up Zone.
- Make sure your school bag and other items are in a safe position, such as on the floor.
- Be ready to get out of the vehicle with your belongings when the car has stopped, and you have unbuckled your seatbelt.
- Learn to look out for your vehicle and to get in and out quickly.

With these arrangements in place, we look forward to helping you get your children to and from school safely.

If you have any questions, please come and speak with me.

Watching out for our children Keeping our Children Safe

Thank you.

Lois Kube

Deputy Principal