



### Drop Off & Pick Up Procedures

1. For this system to work it will be best for all those coming in to the school to approach from Rode Road into Warraba Avenue. **Cars are not to enter via Pflingst Road.**
2. You will enter the school ONLY from the main entrance directly in front of the library.
3. **All traffic will exit the school only via the designated car park exit.**
4. The speed limit within the school car park is 5kmp/h. The traffic flow in the car park will remain a clockwise circle.
5. There are two drop-off/pick-up bays in front of the timber gates. In the waiting and bay areas, you must stay to the left to allow free flow of traffic to pass the stationary cars.
6. If the children are not ready, the parent/carer will be directed by the staff member on duty to drive in a clockwise direction through the carpark. Please allow these vehicles to merge and re-join the pick-up line.
7. Before school, children must be able to independently leave and enter the car, i.e. the parent must remain in the vehicle at all times. After school, the children will be assisted by the staff member to enter the vehicle.
8. Please allow access to teachers leaving the teachers' car park during pick-up.
9. Pedestrians are only to use the designated pedestrian crossing in the carpark. There will be no pedestrian access along the side of the administration building in the pick-up zone.
10. The drop off/pick up zone is a no standing zone in the morning from 8.00am – 9.00am and in the afternoon from 2.00pm – 3.30pm. Under no circumstances are cars to be parked in this zone.

**All cars are required to have their family name visible on the passenger side sun visor. A family name card is issued on request from the office.**

**Families are responsible for sharing these Drop Off and Pick up Procedures with any other family members or adults who may also collect their children.**

It is essential that all traffic and parking signage in the vicinity of the school is adhered to, and that drivers and pedestrians exercise the utmost caution, particularly at drop off and pick up times. This includes refraining from double parking and from parking in safety, disabled, bus and no standing zones, as well as not parking across our neighbours driveways.

**The pick-up/drop off area and car park will only work if everyone uses common sense and common courtesy. Please ensure that you drive safely at all times when entering and leaving the school premises.**

#### **Presentation House**

Please note Presentation House is not a designated parking area for parents unless you have specific permission from the Principal.

#### **Ferguson Road**

Children being picked up from Ferguson Road will wait with the supervising staff member directly next to the demountable. Pick up duty finishes at 3.20pm and remaining students are then taken to the office. No parking is allowed on the driveway across the back school gate on Ferguson Road.

#### **Walking to and from school.**

Students who are walking to or from school are to use pedestrian crossings when available.