

# CAR PARK MANAGEMENT POLICY

- Aim**
- To provide guidelines for the safe use of the car park during peak times, i.e. before and after school.

**Implementation**

- The lower section of the carpark is reserved for Staff use, whilst the top section is available for parents and carers.
- All staff, students, parents, and visitors are to use the zebra crossing between 8:15am & 9:15am.
- The end of the school day is staggered to assist with easing congestion in the car park. (Prep-Year 4: 3:10pm, Year 5-12: 3:20pm) To assist with traffic flow, parents and carers of students in Year 5-12 are requested not to arrive early. This will allow the Prep-Year 4 pick-up traffic to clear.
- Prep-Year 4 students with older siblings will be supervised until the 3:20pm pick up time.
- Parents of primary students who park their car at pick and drop off must leave their vehicles and escort the children in their care through the car park. (Primary students may be escorted across the car park by siblings in Year Nine or above.)
- When parents enter the car park during morning drop off and afternoon pick up, they must turn left immediately at the entry of the car park and follow the yellow line to the beginning of the pickup and drop off zone.
- When queuing, cars must continually move forward (as others leave) towards the front of the queue
- Students must only get in or out of vehicles on the footpath side.
- Friends of parents must not approach the driver's window "to have a chat" with cars waiting in the zone or queue.
- Drivers must not get out of cars parked in pick up/ drop off zone or queue.
- Parents of Secondary students may drop them off in the bus zone on Kairn Rd, but must move to the furthest point forward to ensure room for busses and other cars to drop off in this area.

**Safety**

- No students are to play, wait or wander in the car park at any time. They must be walking to or from a vehicle.
- When parking in the top car park students, parents & visitors must walk to the footpath to access the school. (Not cross the road and walk through the lower car park)