

SAFE STUDENT DROP-OFF / PICK-UP

Our College is committed to providing a safe environment for all community members - including during the drop-off and collection of children. As these are among our busiest times of day, we kindly ask all parents to be patient, courteous and respectful towards other families and staff.

Years 1-5 students | Entry via Gate 4 Kindy and Pre-primary students | Entry via Gate 1

Years 1-5 students: Please drop-off and pick-up students at the senior undercover area next to the Library, accessible via **Gate 4**. In the afternoon, students will remain seated here until staff guide them into vehicles and / or parents collect them from the seated area after parking. To ensure a smooth flow, please move your vehicle forward as far as possible in the queue, whilst maintaining a safe distance / gap.

Early Learning Centre (ELC) families: Please use **Gate 1** for entry and exit. In the afternoon, ELC staff will escort students to waiting parents near Administration and / or assist them into vehicles. **Please do not park or leave your vehicle in the three marked drop-off bays.**

Small loop (via Gate 4)

The small loop (via Gate 4 and near the Library) is closed for parent access (no parking and no drive-through). Staff utilise this area for parking, and parents are asked to proceed around the large loop (oval).

Exiting / entering a vehicle

Students are asked to only exit from / get into vehicles in the designated drop-off / pick-up zones - and where possible, **via the rear passenger door behind the driver**. Where no option is available for students to exit / enter via the rear passenger door behind the driver, students are to always remain in view of the driver - proceeding briefly in front of the vehicle.

By way of reminder, children aged under 7 years must not be in the front row of seats if the vehicle has two or more rows of seats; furthermore, children aged between 4 and 7 years can travel in the front seat only if all other rear seats are filled with passengers aged under 7.

In most circumstances, **parents are asked to remain in their vehicles at all times** in the drop-off / pick-up zones. Parents who have to exit vehicles to strap their children in are requested to park in a marked bay rather than use the drop-off / pick-up loops.

School bags, musical instruments, news items etc.

Wherever possible, **please keep school bags, musical instruments, news items etc. inside the car for easy access**. Students should not access their school bags from the boot of the car without adult supervision - instead, they should wait for the duty teacher(s) to assist them if necessary. It is unsafe for children and adults to be situated between two cars at any time, especially when engines are running - so it is best to avoid this situation whenever possible.

General reminders, including...

- **Parking option:** Parents are welcome to park in a marked bay and walk to drop-off or collect their child(ren).
- **Campus speed limit:** 10 km/h.
- **Do a loop:** If your child is not at the pick-up area, please continue driving around the loop and re-join the line as a courtesy to others.
- **Waiting in queue:** Turn off engines and apply the handbrake if the line is not moving (e.g. when arriving early).
- **Parking restrictions:** For community safety, do not park on pathways or on land around the campus perimeter.
- **Pedestrians:** Please use marked crosswalks and pathways on school grounds.
- **Timely exit:** Please exit the campus promptly to reduce traffic congestion for everyone.
- **Buses:** Providers enter the College grounds at approximately 3.10pm via Gate 1 - usually parking side by side to ensure the safe boarding of students. Parents are kindly asked to consider this when planning their departure arrangements.
- **Be aware:** When entering or exiting, look carefully for pedestrians and other road users.
- **Event parking:** During school events, the large oval may be opened for parking - with signage at Gate 1 and communication provided as needed.
- **Darlington Campus Gate 4 hours:**
 - Gate 4*: 8.20am - 8.40am; 2.45pm - 3.20pm (***maximum vehicle height: 2.8m**)
 - Gate 4 afternoon pick-up: While Gate 4 opens at 2.45pm, please aim to arrive as close to 3.00pm as possible (or shortly after) to ease congestion on surrounding roads.