



The **'Drive Safe. Park Safe. Keep all our kids safe.'** program is about making the safety of ALL our kids the number one consideration when parents drive and park around our school.

This means all parents **FOLLOW THE CORRECT** school drop-off and pick-up procedures, as well as **PARKING SAFELY AND LEGALLY** around the school. Following the correct procedures ensures a smooth and safe process for everyone. When parents start to make up their own rules, what follows is confusion and inconvenience – and it creates a safety issue for all other families. Please don't be that parent.

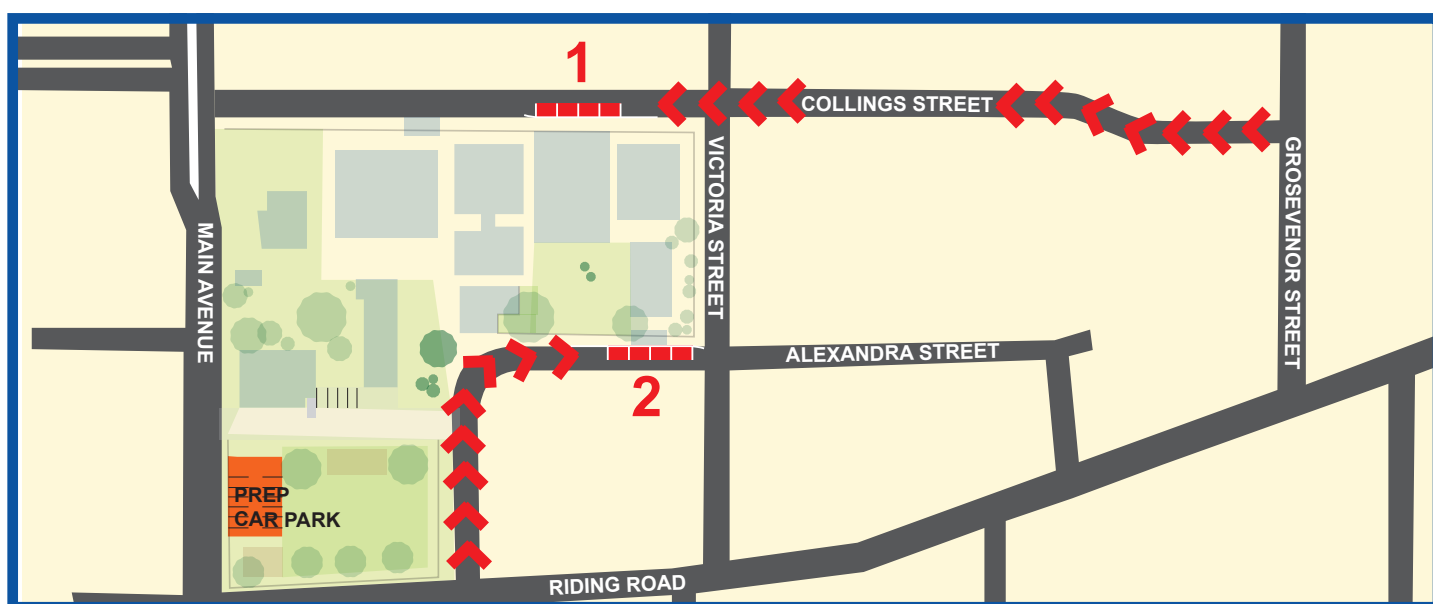
**Please read this very important information so when you arrive at school, you know how to drive safe, park safe and keep all our kids safe...every time!**

## The school has two drop-off and pick-up zones:

**1. Collings St** - Top drop-off/pick-up zone where vehicles enter via Grosvenor St.

**2. Alexandra St** - Bottom drop-off/pick-up zone where vehicles enter via Riding Rd.

Each zone has four numbered bays. Use these bays, and only these designated bays, to safely deliver or collect your children – and ensure the safety of all other children.



## Prep Car Park

The Prep car park, entry via Main Ave, is an optional limited-parking area strictly offered to parents with Prep or Year 1 children.

This car park is **ONLY** open at the following times:

- **MORNINGS** from 8:15am to 9:00am
- **AFTERNOONS** from 2:30pm to 3:15pm.

Between 9:00am and 2:30pm the car park gates are locked - any cars parked here must be removed by 9:00am.

This car park has limited spaces. Prep and Year 1 parents are asked to limit their stay by promptly returning to their car following drop-off/pick-up, so other parents can also use this convenience.

Please do not double park or park anyone in.

In the afternoons, this car park is **NOT** to be used as a waiting bay for parents (of any year level) to wait in their car while their children walk down for pick-up.

## Respect the road rules

When you park around the school area, check the surrounding street signs and road markings. **DO NOT:**

- **PARK on solid yellow lines** – particularly in Victoria St and Alexandra St.
- **PARK in the school Drop-Off/Pick-Up zones** between 7:00am – 9:00am and 2:00pm – 4:00pm.
- **PARK across driveways**, including neighbouring homes.
- **PARK in 'No Standing' zones.**

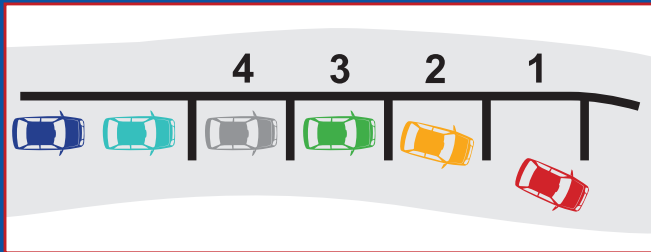
**If you park on a yellow line or in a 'no standing' area, you are putting the safety of other children and families at risk.**

Parking around our school may seem challenging. There is sufficient parking in the surrounding streets, if you are prepared to walk an extra minute or two.

If there is a parking issue you would like to report, you have two options:

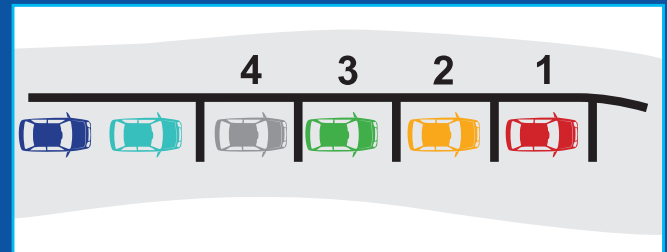
1. **Fill in Council's 'Parking Issues Register Form'** - located at the school office. Simply note the date, time, vehicle description (i.e. colour and make) and the issue observed. The school will pass the information onto the Council to investigate.
2. **Call Brisbane City Council** – when Council receives enough reports about parking issues, that area then becomes a target for regular monitoring by Council officers. This has worked successfully for our school in the past.

## Morning Drop-Off – 8:20am to 8:40am



1. Enter the drop-off zones (via Riding Rd or Grosvenor St) and join the drop-off queue.
2. The first **FOUR** cars enter the numbered bays and drop off their children. Make sure your children use the footpath-side door when exiting.
3. When you are ready to leave the bay, please wait for the car in front to exit before moving out onto the road.
4. For the queue to progress, please allow **ALL FOUR CARS** to exit before moving forward into the bays.

## Afternoon Pick-Up – 3:05pm to 3:20pm



1. **Arrive from 3:05pm** to avoid creating a long queue and congestion. Enter the pick-up zones (via Riding Rd or Grosvenor St) and join the pick-up queue. For the Collings St (top) Pick-Up line, vehicles may not join the queue by turning in from Victoria St.
2. **Ensure your surname card is on display.**
3. The first four cars move into the numbered bays and collect their children. A teacher/pick-up volunteer will be on hand to assist children into their cars.
4. For the queue to progress, please allow **ALL FOUR CARS** to exit before moving forward into the bays.
5. Please follow the directions of the teacher/volunteer on pick-up duty.

## DROP-OFF TIPS

### ALEXANDRA ST DROP-OFF – Drop and Assist option

- Typically used by parents with children in the younger grades.
- ‘Drop and Assist’ means parents can hop out and help their child out of the car.
- If you do this, please do so as quickly and as safely as possible.
- The drop-off zone is a two-minute zone – sufficient time to help children out of the car.
- If your child requires more time and assistance please park elsewhere and walk your child to school.

### COLLINGS ST DROP-OFF – Drop and Go Zone only

- Typically used by families with children in the older grades, who are more confident with the Drop and Go process.
- ‘Drop and Go’ means parents stay in the car while children are ready, typically with their bags at their feet, to step out of their car once safely in the drop-off bay.

### DROP-OFF QUEUE DELAYS

- Delays occur when parents: don't follow the drop-off process, park in the drop-off zone, linger in a bay, have a chat or check their phone before departing.
- The drop-off zone is strictly for parents to briefly stop and drop off their children.
- Please follow this process so drop-off works smoothly and conveniently for everyone.
- Where possible, try to avoid putting school bags in the boot. It takes longer for children to load/unload and is less safe for children.

### BUSES PARKED IN THE ALEXANDRA ST DROP-OFF ZONE

- On these days, please follow the same ‘first four cars’ drop-off procedure but simply pull up behind the parked bus. The school will aim to have numbered traffic cones to guide arrivals.

## PICK-UP TIPS

### SURNAME CARDS – Show your name for a quick pick-up

- Issued to each family enrolled at the school, these cards have your child's family name printed on one side and school drop-off/pick-up information on the other side.
- Use these cards for the afternoon pick-up line by placing it on your car's passenger-side sun visor.
- As you approach the pick-up zone, ensure your sun-visor is down with your surname card on display so the teacher/pick-up volunteer can identify which child is being collected and prepare them for pick-up.
- Displaying your surname card at pick-up helps the afternoon queue run much smoother and quicker for everyone. For more information, please refer to your surname card.

### ARRIVE FROM 3:05PM and reduce the queue

- The pick-up queue runs best when parents arrive from 3:05pm or later to collect their children. This simple measure avoids long queues forming which then cause congestion and traffic issues in surrounding streets.
- As the school bell goes at 3:00pm, time must be allowed for classes to be dismissed and for children to arrive at their pick-up zone. By arriving from 3:05pm, more children will have assembled, meaning your child is more likely to be there, and ready for pick-up.
- If you arrive and your child is not there for pick-up, you will need to leave the queue and ‘do a lap’ of the block and rejoin the queue.

### PICK-UP RUNS UNTIL 3:20PM

- Any children still waiting to be picked up from this time will be accompanied by the duty teacher to the school office where they can wait for their parent.