Introduction

Dear Parents and Guardians,

This document outlines the college’s procedures for the release of students at the end of the day. Additionally it covers our recommendations for the areas surrounding the college in terms of approach and departure which aims to maximise the safety of students, smooth traffic flow and cause minimal disruption to our neighbours. Whilst we acknowledge everyone’s rights to use the roads at their own discretion for driving and parking, our hope is that we can work together to achieve a safe and low maintenance pick-up solution.

Thank you for your cooperation and understanding.

After School Student Release (Private Car Pickup)

The diagram below outlines student departure from the college including pick up options.
The map below is the suggested approach to the college for parents and guardians. This guide helps to smooth the flow of traffic to and from the college.

Parents

We ask kindly that parents and guardians observe the following request by the college:

• Please do not enter the college car park after 2:00pm.
• Please park in a designated parking zone, or wait in / with your vehicle in the designated carline / pickup zone (please refer to the diagram).
Students

• Students will be released from their last period at 2:45pm.
• Primary students are escorted to the front of the college by their respective teachers.
• Secondary students make their own way to the front of the college by 2:50pm.
• Students assemble in one of three areas as follows (refer diagram):
  ✓ parent collection
  ✓ public school bus
  ✓ private school bus
• Students are to remain in these areas until their mode of transportation is ready.
• Students are not permitted to wander around the grounds.
• Teachers on Student Release duty will be present from 2:50pm to direct the release of students to parents or public / private bus transportation.

Traffic Control

The college kindly asks parents and guardian to observe the following:
• On-duty teachers will control the traffic flow of buses and parent vehicles (please refer to the diagram).
• The college respectfully asks that parents and guardians use the suggested traffic flow directions as marked.
  o If this arrangement is suitable please approach the college in a WESTERLY direction (please refer to the diagram above).
  o For the safety of students, parents and staff we ask that you do not make a U-Turn when arriving or departing the college.

Gate Control

• Our on-duty teachers will monitor students leaving the grounds when not escorted by their parents or guardians.
Parent Collection – Personal Escort

• We kindly request that parents or guardians park their vehicle in a designated PARKING ZONE as outlined in the diagram above.
• Parents and guardians are welcome to enter the grounds and personally escort their children from the college.

Parent Collection – Car Line

• Parents and guardians are asked to wait in or with their vehicle in the carline (please refer to the diagram).
• We ask that parents or guardian please do not park and leave their vehicle in the carline.
• On-duty teachers will call the names of the students once the parents or guardians reach the first 5 to 6 cars in the car line.
• Kindly attach the family / student names to the visor of your vehicle. This will assist in facilitating the efficient summoning of students for collection.
• On-duty teachers will not allow uncalled students to leave through the gate unless they are personally escorted by their respective parent (refer PERSONAL ESCORT below).
• Students are escorted to vehicles by on-duty teachers

Public Bus Group

• Two public school buses depart the grounds at approximately 2:55pm and 3:00pm respectively.
• Students MUST show their bus pass to the on-duty teacher prior to boarding the bus.
• On-duty teachers escort students to the bus and ensure safe and correct boarding.
• Students are not permitted to eat or drink food on the bus.
• Students will behave in a courteous manner in accordance with the College Behavioural code, whilst on the bus.