

ENGAGING MINDS

IGNITING HEARTS

SERVING OTHERS



MARY
MACKILLOP
CATHOLIC
COLLEGE

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College Traffic Procedures

Last update: October 2019

All parents and staff acknowledge that the safety of the students at Mary MacKillop Catholic College is paramount.

Please read this *College Traffic Procedures* document carefully to ensure you understand all of the procedures for drop off and pick up on the College grounds.

Reminders

- If you are sending relatives or friends to collect students, remind them of the College procedures.
- The speed limit is 10 km per hour. Please remember to observe this around the College and have patience when exiting the College grounds.
- All parents, staff, students and visitors to the College are to cross on the designated marked crossings.
- Children are not to be left in unattended vehicles at any time.
- Reverse park in the car parks near Junior reception, the grass area against the fence and opposite the MacKillop Centre. This is for safety reasons and clear visibility of pedestrians.
- All vehicles parked against the fence or opposite the MacKillop Centre **CANNOT** cross the full white line to go out the gate. They must turn left and go to the end of the internal road and join the pick-up line outside Uluru.
- Parking is available outside of the College on Highfields Road, Highgrove Drive and Kratzke Road.
- Drivers using the Kratzke Road entrance, please ensure that all pedestrians are allowed Right of Way.
- Junior parents, if you use the carpark please escort your child safely from the carpark to their supervised area under Uluru, the playground or classroom.
- There are limited parks available at Prep. These are reserved for Prep families.
- There are several disabled car parks across the College if you require locations of these please contact the College and make sure your disabled permit is on display.

BEFORE SCHOOL STUDENT SUPERVISION

The College provides supervision of students each morning from 8:00 am. Students should not be on College grounds prior to this unless they are involved in a supervised sporting or educational event.

Families needing to drop their child at the College prior to 8:00 am regularly should enrol into *Camp Australia* before and after school care.

Look Out!

The *Look Out!* program was designed by the Department of Transport and Main Road to assist in managing the flow of traffic in pick-up and set-down areas. Parents/caregivers stay in their vehicle and move in a queue to the top of the 2 minute Loading Zone where their child will be waiting at a safe pick up point. This involves:

- volunteers managing the queue and directing children to the cars
- parents in the queue 'looking out' for their children to get in the car

- children at the designated pick up/set down area looking for the family car.

Look Out! Program cards can be collected at Junior reception or administration. Drivers can use these cards to display their family name on the vehicle visor to speed up pick-up.

Morning drop off

There are three options for drop off in the morning. These are:

1. Uluru, undercover area, junior school
2. Junior AM Stop & Go
3. Senior school

These areas are **drop and go only** and should be treated like a taxi zone. There is to be no parking or drivers exiting vehicles. Students must disembark on the kerb side.

If drivers need to exit the vehicle or assist students to disembark parking is available opposite the Junior reception or in the Senior car park. If you use the carpark please escort your child safely from the carpark to the supervised area or classroom using the designated crossings at all times. Students are not permitted on play equipment before school if there is no supervision.

In the interest of student safety, the internal road in Junior will be closed at Junior Reception from 8:45am – 2:45pm. This enables maximum safety for students travelling around the College. We ask that parents time their pickup to coincide with these times. If you are on site before 2:45 pm when the internal road is closed, please park your car in a designated zone and sign in at administration. Do not cue up at the bollards as this causes traffic to bank up on Highfields Road.

Uluru

Vehicles enter off Highfields Road and follow the internal road to the loop at the bottom, continue on past the MacKillop Centre to the drop off zone. Once you are past administration you cannot do a U turn, you must drive to the end of the loop and come up.

AM Stop & GO

Vehicles enter off Highfields Road and turn right to the top circle.

Senior

Vehicles enter off Kratzke Road and can use the drop and go zone or park in the designated spaces.

Afternoon Pick Up

There are two options for pick up in the afternoon. These are:

1. Uluru, undercover area, junior school
2. Senior school

These are the only two areas supervised in the afternoon. Parents need to be waiting in these two areas only. Please do not congregate in the Billabong area outside the year 1 and 2 classrooms.

All Students must be collected from Uluru not outside classrooms
Do not ask your child/ren to walk to any other area of the College for collection.

All Junior students are escorted to Uluru by their teachers where they are:

1. Collected by Camp Australia
2. Met by parents on the front top level of Uluru
3. Make their way to the front of the MacKillop Centre to walk to the senior school for buses or to be picked up
4. Sit on the silver seats on the bottom level for drive through pick up
5. Walk or ride home via pedestrian access points across the College
6. All children are to remain on the lower level with supervising teachers when waiting for parents. They are only to proceed to the top level via the central stairs when parents arrive. This ensures that there is plenty of room for those children on the footpath who are waiting for cars.

Prep students may be collected from the classroom however please refrain from congregating outside the classrooms before the stated pick up time so our students don't get distracted. If you are more than five minutes early and congregating at the College you must sign in at the Office.

No one is to leave their car in the pick-up line in the afternoon. Once you are past administration you cannot do a U turn, you must drive to the end of the loop and come up. This applies to vehicles parking along the fence or opposite the MacKillop Centre. Please remain alert to other vehicles and children in the vicinity and do not leave your vehicle. Vehicles may park in the AM Stop & Go zone but you must walk to Uluru to collect students.

Only cross the road on the marked pedestrian crossings. If parking remember you need to walk to Uluru to collect students. Please do not just call them over as cars are still travelling in both directions and this is a risk to their safety. Staff will not allow students to enter the junior carpark if they are not with an adult.

All children who are getting into cars need to come to pick up. They do not walk out of their rooms and down to their cars. This causes enormous delays and traffic hazards.

If you are talking to staff or other parents and your children are with you ensure you are not on the bottom level and that they are following school rules (not jumping off ledges, steps, running around or playing handball).

Remind your children that this is not playtime but a time to sit quietly, talk and be on the lookout for parents or cars.

- Students & siblings are not permitted on play equipment after school as there is no supervision provided
- Dismount bikes, scooters on school grounds
- Do not park in the BUS ZONE

Supervision for students at the College ends at 3:20 pm. Parents will be contacted if students are on site after 3:20 pm.

The Ignatius Centre is not to be used as a play area after school.

PLEASE REMEMBER

- Speed Limit is 10 kph
- Reverse park where possible
- No U turns, do not cross the full white line
- Cross at the marked crossings
- Model tolerance and consideration to your children
- Camp Australia before and after school care is available for supervision of students outside the school supervised times of 8:00 am – 3:20 pm.
- Past Junior reception you must go to the loop at the bottom, do not cross the solid centre line

Remember we need to model to our children what is the correct thing to do. For whole College events or inclement weather please follow the direction of staff as great thought goes into managing these events and your patience is appreciated to ensure safety at the College.

Students on L and P Plates

Expectations for Students Driving Cars at Mary MacKillop Catholic College

Any student that holds a valid Driver's licence who intends to drive to school, either on a regular basis or occasionally, must comply with the College expectations and is required to complete the Parent Permission and Student Agreement Form.

College Expectations for Student Drivers and Passengers in cars

1. Students are only to use their car for travelling to and from school. Students are not permitted to drive from the College grounds during the day.
2. Student licence and car details must be recorded with the school.
3. Students may only park in the designated student carpark.
4. Students are required to display the College parking permit on their dashboard when parked at the College.
5. Students are not permitted to carry other students as passengers (siblings excluded) to and from the College without the written permission of their parent/guardian and the passenger's parent/guardian.
6. Once parked in the College carpark, students must not access the car during the school day unless you have permission from the College Leadership Team.
7. Any student needing to leave the College before the end of the school day, must have a signed note from parents/guardian. This note needs to be signed by a member of the College Leadership Team at the beginning of the day. The student can then show this signed note at student reception when signing out.
8. On arrival at the College, students are to secure their vehicle and move into College grounds in a timely manner. The Student Carpark is not to be considered a gathering place.
9. Speed limit into and exiting from the carpark should not exceed 10km/h. Students are reminded that the maximum external speed limit around the College is 40km/h from 7:00am until 4:00pm.

10. Driver and/or passengers should not at any time be calling out or making undue noise or actions to attract attention.
11. Objects must not be thrown from a vehicle. This is considered a serious safety breach.
12. Driving recklessly, causing undue noise, or school/public concern is considered a very serious safety breach.
13. Any change to the description of the vehicle must be registered with the College immediately.

Appropriate sanctions will apply where students fail to meet these expectations. Any unsafe driving behaviour or breaches of road rules will be reported to the police.

Whole College Events

There are several whole College events throughout the year and each event is assessed individually. Please follow the directions included with the invitation and follow College staff direction before, during and after the event.

Inclement Weather

Highfields is often subject to storms and this can often impact pick up in the afternoon. The weather will be assessed and if the Principal deems the weather to be too dangerous for students and parents an alert will be sent out via the App. Please follow the direction of College staff as normal procedures may be changed to ensure safety.