



Highvale Primary
"achieving excellence"

HIGHVALE PRIMARY SCHOOL No. 4986

19 May 2020

HPS Vehicle Access Rules

TURNING CIRCLE SAFETY

PICK UP and DROP OFF & STAFF CAR PARK

Dear Parents,

The rules below apply to all parents, staff and visitors until further notice. The school driveway and turning circle is likely to be heavily utilised by parents and carers at both drop off and pick up times. Whilst this will aid **social distancing** it may also cause further **traffic congestion**. **The school's focus is on the safety of all students.** All users are required to abide by the rules below, use patience and cooperation and model our School Values to our students. Deliberate breaches will be reported to the Principal and appropriate action will be taken.

Everyone is expected to follow these rules and safety procedures **every day**.

The safety of our students is paramount. Your support is essential.

RULES:

- Drive carefully and slowly at all times.
- When in and around Highvale P.S. grounds, model our School Values. Be patient with drivers entering and exiting the driveway.
- Be aware of vehicles entering and exiting the Highvale Secondary College (HSC) car park.
- Highvale Primary School patrons are not permitted to use the HSC car park.
- **Drop off and pick up of students on Highvale P.S grounds, occurs in the turning circle next to the yellow curb ONLY.**
- Pick Up - Do not park and wait next to the yellow curb. If your child is not there ready for you to pick them up at the yellow curb you must exit the driveway safely and drive back in. If you park and wait you will be asked to move your vehicle immediately.
- **It is useful to practise both Drop Off and Pick Up processes at home with your children.** Children must enter the vehicle from the Yellow Curb side and are not permitted to walk into the turning circle.
- Drop Off and Pick up (pulling into the curb, collecting your children and departing) should be completed within 60 - 90 seconds.

Turning Circle Parking:

- Parking is not permitted in the turning circle alongside the red curb at any time.
- Parking is not permitted in the turning circle alongside the yellow curb between 8.40am – 4.00pm except with the permission of the School Office to pick up an ill student or for official school business.
- Official School business means an official appointment such as a School Council or sub-committee meeting, HPCG meeting or an appointment with a staff member made directly with a teacher or booked through the School Office.
- Late arrivals are not official school business. Parking is not permitted in the turning circle for late arrivals unless there are extenuating circumstances and prior permission has been obtained through the School Office. Parents of late arrivals must walk into school grounds with their children for sign in at the office. See **HPS Return to School Onsite Policy**.
- Parking is not permitted along the driveway or on grassed areas at any time.

Staff Car Park:

- The car park is for STAFF use only between the hours of 8.20am – 4.00pm.
- Parents may use the staff car park outside of these hours.
- Students are not permitted in the car park at any time.

Your support and patience in addressing this matter is greatly appreciated.

Highvale Primary School

respect responsibility honesty & integrity commitment