



3 February 2016

NEW KISS AND DROP ZONE CHANGES

Dear Parents and Caregivers,

Last week further discussions occurred with Bankstown Council's Traffic Engineer Mr Mark Keulen regarding the changes to signage and line marking on Beresford Avenue and the Hume Highway. For the purpose of making our Kiss and Drop Zone procedures safer and more streamlined, it was decided to firstly trial the proposed changes before Mr Keulen meets with council in March to ascertain that the proposed signage is adequate in addressing our needs.

The trial period for the new changes will commence on Monday 22nd February, 2016 (Week 5/Term 1).

Thank you to those parents and caregivers who returned the notes sent home last year regarding your preferred afternoon pick-up time. At this stage we have decided not to have a designated pick-up time, but will look at introducing this later if it is necessary. *Please remember this new process is a trial and we will need to keep assessing our procedures to ensure that the best possible practise is put in place.*

The new process and procedures will be as follows:

- From *Monday 22nd February, 2016 (Week 5/Term 1)* our school driveway gates will be locked each afternoon and NO parents and/or caregivers will be permitted to drive into the school grounds at all for Kiss and Drop pick-up.
- All parents and caregivers will now drive into a designated pick-up zone marked by witches' hats on Beresford Avenue.
- Parents and caregivers wishing to use the Kiss and Drop Zone will need to *complete the **REGISTRATION FORM** attached to this letter*. This is important! After this has been returned to our school office, all parents and caregivers that are registered will be issued with a laminated sign and two elastic bands (please see example below) with a number and the names of the children you are picking-up each afternoon. This will need to be attached to your front passenger side sun visor using the two elastic bands provided.

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**John SMITH
Zara SMITH
Peter JONES**

- When approaching the designated pick up area you will need to have your front passenger side sun visor pulled down so that your *pick-up number as well as the names of the child/children* you have registered to pick-up is clearly displayed.
- In the interest of student safety and wellbeing, if you are unable to collect your child/children and you are sending someone else to pick-up PLEASE NOTIFY THE SCHOOL OFFICE PRIOR TO 3.00pm ON THE DAY. If possible, they should be given the sign to display on their sun visor.
- Children will now line up inside the school grounds alongside the inside fence of the pick-up area. If it is raining children will line up under our covered area outside the school hall.
- A new speaker has been installed on the outside wall of the school hall at the current Kiss and Drop Zone. When the teachers on duty see that you have arrived correctly in the designated Kiss and Drop Zone area the teacher will call out your number using a microphone. Your child/children will need to know their number and be listening carefully. Another teacher will then walk your child/children to your car through the pedestrian gate located beside our school hall and in between the dental clinic. This area is ideal as there is also a pedestrian crossing for the children to use.

In Addition:

- In the interests of safety, parents and caregivers *WILL NOT* be permitted to park in Beresford Avenue and walk into the school grounds to collect their child/children. Teachers will escort your child/children to your car. Therefore please remain in your car at all times during the pick-up time and refrain from using your mobile phone! Remembering this is illegal!
- Parents and caregivers wishing to enter the school grounds to pick-up their child/children will need to park in Jacobs Street (located opposite the school off the Hume Highway near the Sydney Kebab Shop). The Hume Highway pedestrian

gate will be opened for this purpose at approximately 2.40pm each day. For safety reasons PLEASE DO NOT WALK THROUGH THE KISS AND DROP ZONE AREA, otherwise you will be directed to use the pedestrian gate on the Hume Highway. Alternatively, parents and caregivers are able to park and enter via the lane and back gate located beside our school oval (laneway is off Rookwood Road). This gate will also be opened at approximately 2.40pm each day.

- *NO CARS* are to park in the middle of the road, or at the end of the cul-de-sac as this will be a turning circle for those in the Kiss and Drop Zone queue. Parents and caregivers who park inappropriately will be asked to move and join the designated pick-up zone queue. Remembering, you will not be permitted to walk into the school to collect your child/children if you are parked there.
- It is *YOUR RESPONSIBILITY* to pick-up your child/children from school between 3.00pm and 3.30pm each day. If you are unable to collect your child during this period it is also *YOUR RESPONSIBILITY* to notify the school office. Before and After School Care is available and therefore parents and caregivers who are consistently late will be asked to consider this option. Remembering it is not the schools responsibility to care for children after 3.30pm.
- Initially, all executive staff and a teacher will be on duty each afternoon to ensure that this process runs smoothly. Your cooperation with staff in following the new procedures is both expected and appreciated. Verbal abuse or inappropriate behaviours from any parents or caregivers towards staff or other parents/caregivers will not be tolerated, and if necessary police will be asked to assist us in ensuring that the new practices and procedures are adhered to.

If you have any questions regarding the new pick-up procedures please see either me or Mr Anthony Murphy. Thank you for your cooperation and support with this important safety matter.

Kind Regards

Jon Godwin
Principal

Kiss and Drop Registration Form

Please register my family for the new kiss & drop zone.

Parent Name _____

Contact phone number _____

Car Registration Details _____

Students being picked up:

Name : _____ Class: _____

Name : _____ Class: _____

Name : _____ Class: _____

Name : _____ Class: _____