



10 December 2018

Dear Parents and Caregivers

In 2017 we introduced new after school pick-up zone procedures with a focus on child safety at both William St and Bridge St.

Families are provided with a laminated yellow family name car sign to display when using the pick-up zones (see procedure below).

If your family requires additional yellow family name signs, please email [info@sjms.catholic.edu.au](mailto:info@sjms.catholic.edu.au) or use the electronic form on the SJMS Skoolbag app.

## Pick-Up Procedure

1. Place yellow family name car sign on passenger (left hand) side of car dashboard prior to approaching the Bridge Street school zone.
2. When a space in the pick-up zone becomes available, pull into the designated pick-up zone and move as far along the zone as possible.
3. As you approach, a staff member will read your yellow family name sign and let your child/ren know that you are ready to pick them up.
4. Once your family name has been announced and your car is stationary, your child/ren will be allowed through the school gate to approach your car.
5. Children are to load into your car through the passenger side only.
6. Please leave pick up zone safely and promptly.

## Pick-Up Zone Rules

All families are to display their yellow family name signage (attached) on their dashboard at pick up.

When picking up please pull as far forward in the pick-up zone as possible.

Do not stop at the first spot, if there is room to pull forward, please do so.

The children may load into the vehicle on the passenger side only.

Please have the children load into your vehicle as quickly as possible.

Do not allow the children to load into your vehicle outside of the pick-up zone, driveways or in an illegal park.

Students must load within the designated pick-up area.

Do not park or leave your vehicle in the pick-up zone.

Do not block the laneway next to the school or a neighbour's driveway.

Do not double park.

Do not do a U turn across or near the school zone.

Thank you for your co-operation.

Yours sincerely

Brady Stallard