Dear Parents,

For those of you who were members of our school community last year, you would be aware that we have in place specific rules and procedures for student drop-off, pick-up and parking. These rules and procedures help us to maintain a SAFE and RESPECTFUL environment, as well as maintain a SMOOTH FLOW of traffic within our grounds.

Each year we welcome new families to St. Thomas' and it is important that all users of our parish/school grounds become familiar with and abide by our rules and procedures.

It would be much appreciated if you could read this flyer, which briefly explains our signage throughout the school/parish grounds. It is also good for those of us that have been here for a while to refresh.

Unfortunately we have had some members of our school community prioritising their own personal needs rather than those of safety, consideration and respect towards others. This causes great frustration for the remaining community members and compromises our children's safety. Some specific points worth emphasising:

- Maintain a safe speed limit, at or under 15 kmh
- Do NOT drive up the church entry, using the round-a-bout as a drop-off/pick-up point. This holds up traffic from the drop-off zone and compromises pedestrian safety around this area. The sign on the church entry clearly states this, and has been there for over 3 years.
- There is NO PARKING across the gateway to the Catholic Homes Village, as this is the only access for emergency vehicles and garbage collection.
- No parking in the driveway at the back door of the parish house. This is the access road for overflow parking behind the parish house and old hall.

### Disabled Parking Only

These parking bays have been reserved for parents/students/visitors that have physical needs. In order to use these parks, users need to display a permit, obtainable from the school office. These parks should be used by authorised vehicles only and not for convenience parking! As these spaces are very limited, priority is given to students with physical needs.

### Loading Zones Only (Located near front office and back of gymnasium)

These zones are reserved for authorised school deliveries. These are not parking bays or drop-off zones!

### No Standing (no parking) (Located behind the gymnasium, near Prep MP)

This zone is a high pedestrian area, therefore parking and drop-offs are not permitted.

### No Entry on School Days between times indicated (Located at church entry)

For improved traffic safety and flow, there is only entry to the church car park between the hours identified. No traffic should be travelling up along the church towards the round-a-bout. Users of the approved disable parks in the staff car park must enter via the administration building entry, then turn left at the end of the drop-off zone.
**Staff Parking Only** (Located front left of school entry and back of old hall)

Staff Parking zones are reserved for school staff only. It is important to note that a pedestrian crossing has been painted in front of the staff parking zone, located to the left of the school entry. This is a heavily used pedestrian area and is not to be used for parking, student pick-up or drop-off.

**No Access—Authorised Entry Only** (Located at the front of the administration building)

This zone is predominantly a pedestrian crossing before and after school. In order to maintain safety, only approved holders of disabled permits are to use the two available bays. This is not a drop-off zone or afterschool pick-up area! If on the odd occasion you happen to be late for pick-up (after 3.45pm) please park your car in the appropriate bay and walk to the administration building to collect your child(ren).

**15 km speed limit** (Located near front entry and in front of church)

Please note that the maximum speed limit is 15 km at all times within the school grounds. Our school has many pedestrians crossing roads and children within close proximity to traffic flow. Please be alert at all times and slow down.

**Drop-Off Zone** (Located on the eastern side of the gymnasium)

This zone, identifiable by the painted yellow line, is reserved for the quick drop-off or pick-up of students—between the times identified, on school days. There are 3 signs in this zone. For safety, please be sure to pull up to the curb before allowing children to exit/enter car.

**Give Way to traffic** (Located at the church entry/exit)

When using this exit, please give way to traffic entering/exiting the church car park. As we need to keep traffic flowing, please keep moving after giving way to a car or two.

**Catholic Village Gate** (located north of church)

There is no parking across the gateway to the Catholic Homes Village at any time. This must be kept clear for emergency vehicles and garbage collection. The speed limit on this road is 10kmh.

**Private Property—No Unauthorised Access** (Located on back gate past the staff car park)

Please note that access to the school grounds need authorisation at all times. Access after school hours is not permitted. These gates will be locked.

REMEMBER: Our main aim is to make our traffic/parking regulations **FAIR** for all and, most importantly, **SAFE** for all. Please respect and follow all signage and procedures presented in this flyer.

**Share this information with other family/friends who may visit the school.**

Thank-you for your ongoing co-operation,

Michael Mottershead