



## School Drop Offs and Pick Ups

### General Points

- Parents/Carers/family members/friend etc. cannot access the school premises at the start or end of the school day (unless accessing the main office) either on foot or in any form of transport to drop off or collect their child
- The only exception to this is if a pass has been awarded allowing access to the school site at the above times – passes will be reviewed termly.

### School Transport – Safe Drop Off at the start of the School Day

- The school gate opposite the main entrance to the school will be closed between 8.45am and 9.10am and the zebra crossing will be “coned off” to prevent access to the front of the school.
- Transport dropping children off at the school enters the premises through the main school gate and follows the circular track on the yard; stopping to drop the children off at the main corridor entrance to the school before exiting the school via the track.

### School Transport – Safe Release at the end of the School Day

- The school gate opposite the main entrance to the school will be closed between 3.00pm and 3.25pm and the zebra crossing will be “coned off” to prevent access to the front of the school.
- Transport should be on the school yard by 3.15pm waiting to collect the students.
- All transport waits on the yard until staff signal release when they have checked that there are no students on the yard.
- Cars and Taxis will be released first followed by school buses