



# SACRED HEART PRIMARY SCHOOL

HIGHGATE  
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**Dear Parents and Community Members,**

Around the streets of Sacred Heart there is limited parking. This is a problem for some parents who need a space to allow pick up of children after school. Because of this a Pick Up and Drive area in the front car park after school has been set up. This area is closely supervised by the teacher on duty and the gates are only opened for a designated period of time. We ask that those parents who wish to use this entrance to pick up children follow the following guidelines to ensure that it is safe for our children and does not cause traffic problems on Mary St.

**Guidelines:**

1. *Families using the entrance in the afternoon will need to register their family name with the office.*
2. *The family name supplied needs to be displayed on the front dash of the cars so that the duty teacher can have the children ready for pick up to ensure there is no time wasted.*
3. *Gates will open from 3pm until 3:15pm.*
4. *If possible could you enter the car park coming along Mary St from the Western end (William St) and turn left into the school. This will stop cars trying to turn right into the pick-up area crossing traffic. The flow will improve which will make it easier for everyone and it will also allow traffic flow coming down Mary St from the Beaufort St end.*
5. *Cars are to pull forward to the next bay available in the line.*
6. *When leaving the grounds stop at the exit and check that it is clear both ways.*
7. *All children that are to be picked up using the car park need to be aware of what days this is happening and then need to be assembled in the area with the duty teacher. They must stay with the teacher until they are given permission to go to the vehicle.*
8. *All parents must stay in their vehicles and be ready to move off as soon as their children are in the car and secure.*
9. *Those parents with children who need to be strapped into car seats we advise that this would hold up others and that you park outside the grounds and come in and collect your children. With other families using the pick and drive process there should be an increase in the number of parking bays available.*

If you wish to register your family to use the service please fill out the reply slip below and return to the office

Regards

Chris Dunning

Principal



I wish to register for the 'Pick and Drive' after school pick up.

Family Name: \_\_\_\_\_ Vehicle Types Usually Used \_\_\_\_\_

\_\_\_\_\_