



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 Drive Through area in the front car park after school has been established. This area is closely supervised by the teachers 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 collect their children follow the guidelines below to ensure that it is safe for our children, and traffic problems on Mary Street are minimised.

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 2.50pm until 3:20pm.**
- 4. Parents are asked to enter the Drive Through along Mary St from the Western end (William St) and turn left into the school.**
- 5. Cars are to pull forward to the next bay available in the line.**
- 6. When leaving the grounds, drivers are to stop at the exit and check that it is clear both ways, including pedestrians on the footpaths.**
- 7. All children who are to be picked up using the Drive Through, need to be aware of what days this is happening and then need to be assembled in the area with the duty teachers. They must stay with the teachers 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. Parents with children who need to be strapped into car seats, are reminded to do so in a timely manner, to ensure a smooth flow of traffic.**
- 10. Kindergarten students are only to use Drive through from Semester Two.**

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

Kind regards,

Mrs Tanya McGuire

Principal

I wish to register for the 'Drive through Bay for after school pick up inn 2019.

Family Name: _____ Vehicle Types Usually Used _____

Signed _____ Date _____