



**SAINT HELENA'S**  
CATHOLIC PRIMARY SCHOOL

*Something Beautiful for God*

**PROCEDURES FOR EXPECTATIONS  
FOR CAR PARK USAGE**

## Aim

The aim of this procedure is to ensure the safety of all members of the St Helena's community in and around the parking precinct of the school.

Sources of Authority	
CECWA Policy	Community
Executive Directive	Code of Conduct

## Scope

This procedure applies to staff, students, parents, regular volunteers, visitors and other member of the St Helena's community.

## Procedure

### 1. TRAFFIC FLOW

- 1.1. Entry to the school site will be via the **LEFT-HAND** vehicle gate off Fortescue Place.
- 1.2. Traffic flow will be via two lanes:
  - 1.2.1. The left-hand lane will lead to the **Drop-off** and **Pick-up Lane** outside of Reception.
  - 1.2.2. The right-hand lane will lead to the on-site parking area.
  - 1.2.3. Traffic leaving the Drop-off and Pick-up Lane will **ALWAYS** have right of way. Merging traffic is a joint responsibility of all drivers.
  - 1.2.4. Traffic exiting the school site will turn **LEFT ONLY** onto Fortescue Place. This is a condition of entry onto the school site.

### 2. PARKING

#### On-site Parking

- 2.1. Staff Parking – Staff will park in the specifically marked bays outside the Early Learning Centre until all are filled. This will limit the number of reversing vehicles at pick-up and drop-off times. Once filled, staff will park in any other available marked parking bay within the school grounds.
- 2.2. Parent and Visitor Parking – Those wishing to park on the school site will park within appropriately marked parking bays. No vehicles will be parked and left unattended in the area fronting the Administration Building between 8am and 9am and then 2pm and 3pm.
- 2.3. ACROD Parking – Only vehicles displaying an approved ACROD sticker or Principal issued permit will be parked in relevant dedicated bays.

#### Street Parking

- 2.4. All drivers will park in accordance with the relevant laws and local government by-laws.
- 2.5. The City of Swan is aware of the school's parking arrangements and has provided invaluable advice in the development of this structure. Failure to park appropriately may result in penalties being applied by the relevant authorities.

### 3. PICK UP AND DROP OFF ZONE

The Drop-off and Pick-up Zone will be in front of the Administration Building, which will provide safer vehicle exit/entry for students.

Traffic will enter from the LEFT-HAND lane, moving as close to the curb as possible.

The Drop-off and Pick-up Zone will be in front of the Administration Building, which will provide safer vehicle exit/entry for students.

Traffic will enter from the **LEFT-HAND** lane, moving as close to the curb as possible.

3.1. Drivers will remain in their vehicle at all times when in the Pick-up and Drop-off Lane.

3.2. Drivers will move their vehicle forward when a space ahead becomes available.

3.3. Drivers will not allow students to exit their vehicle outside of the Drop-off and Pick-up Lane.

### 4. OTHER

4.1. Pedestrian access is available via the pedestrian gates only. The vehicle entry and exit gates will not be used by pedestrians.

4.2. All vehicles will comply with a 10km/h speed restriction. As a guide, a vehicle should be moving at a very slow walking pace.

4.3. All directives by a member of staff will be complied with immediately for the safety and convenience of all.

4.4. All signs and line markings will be complied with.

4.5. Parents and Visitors who fail to comply with this policy, or staff directions, may have the privilege of parking on the school site withdrawn. The school site is private property and is under the direction of the Principal.

Authorised by	Lina Bertolini	Signature:	
		Date:	20/10/2021
Effective Date:	1/01/21	Next Review:	Term 4 2022