

ST MARK'S

PICK UP AND DROP OFF PROCEDURE



STUDENTS

The St Mark's school day begins at 8.40am. Students may arrive at 8.00am to be supervised in the amphitheatre. At 8.20am the students are dismissed from this area to play, under supervision, until the bell rings.

At the end of the day, students waiting for their pickup are supervised until 3.30pm after which time they will be brought down to the school office. Here staff will attempt to ring parents to ensure that the students are not left at school too late.

It is important that students attend school every day unless sick, or there is an unavoidable appointment in school time. All late arrivals **must** come to the office where they will be involved in an attendance receipting process. **No student will be permitted into class without a receipt.**

Likewise, if parents are wanting to pick their child up before 3.00pm, they **must** come to the front office and again complete the attendance receipting process. Office staff will then contact the classroom and have the student bring their bag to the office.

TRAFFIC AND PARKING

We are a large school and as such need to impose some order on the procedure for traffic. The procedure is set down to ensure the **safety of your child**.

- After dismissal, all students are to leave the school by either the Lilac Street or the Eucalypt Street marked exists. There is a teacher on duty at both of these points. **No student should wait unattended in other locations around the property.**
- Parents may use the pick up/drop off area in Lilac Street. This area is a strictly **No Parking Area**. Drivers must not leave their vehicle under any circumstances whilst in this zone or wait in this area while another person drops their children into the school grounds. Drivers move to the front of the zone as cars move on. Parents not observing the correct procedure for this zone are advised that the police will be called.
- Pedestrians in Lilac Street are to use the marked pedestrian crossing only. Crossing supervisors are in attendance from 8.00am to 8.45am and 2.50pm to 3.20pm each day to supervise all pedestrians. Students being picked up in Eucalypt Street are not to cross the road without adult supervision.
- Students and younger siblings should not be allowed to walk through the car park.
- Parents are not permitted to drive into the school grounds to either drop off or pick up students.