

TLS - 29: Vehicle Access on Campus Policy (including Ring Road guidelines)

Purpose:

To ensure the safety of all staff, students and parents when entering school grounds, including morning and afternoon school 'drop off' and whilst parking onsite for parent focused events and celebrations.

Scope:

This policy applies to all adults including parents, carers, grandparents, and extended family while they are involved in activities or communication related to Ipswich Girls' Grammar School including Ipswich Junior Grammar School.

Policy:

Parents/ Carers are only permitted to drive onto School grounds (except for access to the Ring-Road via Torch Street) before 7.00am and after 4.00pm. At all other times, parents/carers must park outside the School grounds and walk in. The carparks on the school site are designated staff carparks during the school day. For functions after hours, parents are asked to follow the specific parking instructions for that particular event.

Three visitors' carparks and a disabled parking space are available on the Ring Road for parents/ carers visiting the campus (please report to Junior Grammar Reception on arrival). Parents/ Carers of Prep to Year 6 students must not use the designated EEC carparks.

Four dedicated Out of School Hours Care carparks are available in the centre of the Ring Road turning circle for parents/ carers to drop-off and pick-up students using the service (before 7.45am and after 3.30pm only).

Six visitors' carparks and a disabled parking space are available at the front of the Main reception building for visitors to the School, including parents who are visiting temporarily during the school day. These are not to be used for school drop-off and pick-up.

The Ring Road (access via Torch Street) is a courtesy service Junior Grammar provides to streamline drop-off and pick-up arrangements. For safe and efficient operation of the Ring Road, we ask you to please observe the following Ring Road Procedures.

Ring Road Procedures

- **NO parking at the drop-off bays.**
- **DO NOT exit your vehicle.**
- **Do not JUMP the queue.** Once your child/children are in the car, please wait patiently for your turn to exit the Ring Road. Driving around the car in front and driving on the opposite side of the road is extremely dangerous, and not permitted.
- **Name tag** - Please display your name tag on the passenger visor of **all** pick-up vehicles. If you require additional name tags, please contact Junior Grammar Reception.

- **Handbrake on** - when you're stopped to collect your child/children, please engage your handbrake and put your gear in Neutral (manuals) or Park (automatics).
- **Entering the car** - if students are unable to get into the car on the passenger side (due to baby capsules), your child will need to walk around the FRONT of YOUR car to the driver's side. Parents are responsible for your child/children should this be necessary; this may require the parent to leave the vehicle.
- **Bags** - it is preferable that bags go into the cabin of the car rather than the boot to avoid students standing between two cars. Please help with smooth afternoon pick-ups by showing your child where you want their bag to go (e.g. on the floor at their feet, in the front seat, on the seat beside them) and ask them to do this independently.
- **Hands on laps** - once your child/children are in the car, we ask that they put their hands on their lap to keep hands clear of the door.
- **Seat belt** - please practise with your child so that they are able to put on their own seat belt.
- **Child** - If your child has not yet arrived at the Ring Road, parents/carers will be asked to re-join the queue of cars on the loop of the Ring Road, if possible.
- **Speed limit** - please always adhere to the 10 km/h speed limit. Please note this is walking pace.
- **Alternative pick-up arrangements** - Ring Road staff cannot allow other parents to collect your child unless there is a written note in their Diary for the day, or you have advised Junior Reception that your child is to be collected by another parent. This is a Child Safety requirement.
- **Drop-off** - staff are on duty from 8.00am- 8.10am only.
- **Pick-up times** - there is a high volume of traffic from 2.55pm. To avoid a lengthy wait, you may wish to delay your arrival until 3.05pm when traffic is moving through the Ring Road. Staff are on duty until 3.20pm. Students who have not been collected will be taken to Outside School Hours Care, located beneath our gymnasium.
- **Manner** - All interactions should always remain respectful and polite.
- **Alternative pick-up and drop-off zone** - should you not want to negotiate the Ring Road, students can be dropped off and/ or collected from the front of the school, Chermiside Road.

IGGS Drop-off and Pick-up Zones on Chermiside Rd

Parents are asked to ensure that they adhere to the signage relating to the drop-off and pick-up zones on Chermiside Rd, located in front of the tennis courts and adjacent to the bus zone. These are limited stopping areas, whereby if students are not in the vicinity of these areas when parents arrive, parents are asked to move to a longer-term parking space. Parents should ensure that they only park in marked car parks on Chermiside Rd and do not block the driveways of local residents.

If utilising the drop-off and pick-up zone adjacent to the bus zone, parents are asked to ensure they do not block the entrance to the bus zone if there are no car spaces available in the drop-off zone.

Thank you for your help in ensuring drop-offs and pick-ups are smooth, safe and stress-free.

Breaches and Reporting:

All stakeholders are responsible for adhering to this policy as part of their engagement with the Secondary School. If a stakeholder feels that this policy has been breached, they are to report their concerns to the Deputy Principal or Head of Junior School.

Related Policies: *Code of Conduct - Parents*

- *Code of Conduct - Students*
- *Workplace Health and Safety*
- *Complaints Handling Policy*