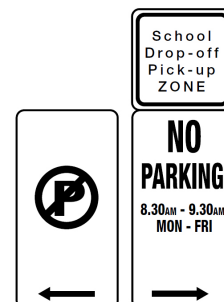


Lambton Public School Drop-off and Pick-up Zone

Safe Operating Procedures (SOP)

Lambton Public School operates a 'Kiss and Drop Zone' zone located in Armstrong Street each afternoon between 3:00 pm – 3:15 pm.

This SOP has been developed to ensure the safety of all persons utilising our 'Kiss and Drop' Zone.



Supervising Staff

1. Lock Gates

To assist with traffic movement at peak times, the staff member supervising students leaving via assisted transport will lock the Armstrong Street carpark gates at approx. 2:50 pm.

2. Meet students

Students will assemble in the Top COLA promptly at 3:00 pm and wait for teachers to arrive before walking in an orderly manner to the Pick-up gate.

Students to wait inside in the school fence in family groups.

3. Call student names

Supervising staff read the name displayed on car windscreen as parent/carer vehicles move into the Kiss and Drop zone to inform the student that their parent/carer has arrived.

4. Direct students to vehicles

Once vehicle has come to a complete stop, supervising staff instruct students to walk to their vehicle and enter on passenger side, ideally in rear door.

5. Parents remain with vehicles

Parents/carers must remain with or within 3 metres of their vehicle.

If a student is not ready to be picked up, teachers are to direct driver to exit the Kiss and Drop zone to drive around the block and re-enter the queue.

6. Unlock carpark gates

At 3:15 pm, supervising staff unlock carpark gates and bring any students not collected to the school office and their parents are contacted.

Parents/Carers

1. Drivers Do Not Leave your Vehicle

- ONLY use the Drop-off Pick-up Zone IF your child is able to independently enter and exit your Safety Door (rear passenger-kerbside door) AND click their seatbelt.
- Children should travel with bags in the car and not in the boot.
- Parents/ Carers are NOT to exit the vehicle in the Drop-off Pick-up zone.
- Please remember that there is a strict "No Stopping" policy across driveways, as clearly posted. Stopping in these areas can create dangerous situations and obstruct access for other vehicles. This includes the driveways to our school car park.

2. Be Timely

- The Kiss and Drop zone will be supervised by staff between 3.00pm and 3.15pm and not before or after these times.
- If your child is not ready when you arrive, you will be required to exit the zone, drive around the block and re-enter at the end of the queue. Our teachers on duty will assist in this process.

3. Identification Signage:

- We kindly ask all parents to place a sign in the left-hand side of their dashboard or visor. This will help our staff quickly identify families and ensure a smoother flow of traffic.
- Please write your surname clearly with texta, so teachers on duty can easily read.

4. Kerbside Entry / Exit

- Come to a complete stop, engage the handbrake and wait for your children to come to the car.
- Ensure your child enters the vehicle on the kerb side only and that children have seatbelts fastened before you move away from the Kiss and Drop zone.

5. Drive and park safely and follow requests of the Supervising Staff

- Never double park as it puts children at risk.
- Avoid manoeuvres such as U-turns and three-point turns
- Slow down to 40km/h in the school zone.

Students

1. Safety Door

Always get in and out of the vehicle through the Safety Door, the rear footpath-side door.

2. Buckle up

Buckle up as soon as you enter the vehicle in the Kiss and Drop Area.

3. Be Ready

Get into the vehicle promptly with your belongings when the car has stopped.

4. Listen

Listen to teachers and always follow their directions.



Parking

1. Carpark

The Armstrong street carpark gates will be locked between 2.50 pm - 3.15pm while the Kiss and Drop zone is in action. If you use this space, please ensure you are prepared to stay until the gates are unlocked.

2. Street Parking

Consider using the top end of Armstrong Street and walking down the path to our back gate, or other surrounds streets, in compliance with street signage.