



St Mary's Primary School

Car Park Policy

Policy Statement

The purpose of this policy is to ensure that car and vehicle parking in and around the school grounds is orderly, safe and in accordance with the law.

Rationale

The safety of all members of the St. Mary's community is paramount. Parking of cars and other vehicles in and around the school grounds is a daily necessity, but also raises a number of safety and traffic issues that must be well managed.

Responsibilities

The Principal, Leadership Team and staff at St Mary's are responsible for:

- Parking legally, safely and appropriately in the staff member only parking bays, which are signed and included along the side of the school building and down the driveway (opposite the Church). Parking between the allocated markers/lines ensures there is sufficient space for as many vehicles as possible.
- The Principal (or delegate) will work with the local council (Stonnington) to ensure all on-street parking is clearly signposted and that on-street parking has appropriate time zones applied.
- The Principal (or delegate) will contact the local council (Stonnington) to request frequent visitations from local parking enforcement officers to ensure compliance with parking regulations.
- The Principal (or delegate) will liaise with the local council (Stonnington) for the provision of a crossing supervisor at both the Manning Road and Grant Street pedestrian crossings. In the event no crossing supervisor is available, a staff member will supervise students ensuring their safety at the pedestrian crossings exercising reasonable duty of care, but will not assume the role of a crossing supervisor. The school will use its best endeavours to ensure that a crossing supervisor is in attendance at all times and will liaise with the local council if a replacement crossing supervisor is required or Victoria Police to assist with traffic control, in the event of any emergency and no staff member is available, or a replacement crossing supervisor cannot be provided to the school by the local council in a timely manner.
- Providing supervision both before and after school for a minimum of fifteen minutes to ensure student safety.
- Ensuring all school gates are securely locked out of school hours, with keys distributed to appropriate people only, eg. Tennis Club members, OSHC.
- Providing reminders about safe parking practices as a regular feature of the school newsletter.
- Ensuring sufficient disabled car parking is available and appropriately signed.

The parents and caregivers are responsible for:

- Parking legally, safely and appropriately in relevant parking bays, and in the streets around the school.
- Only driving / parking vehicles inside the school grounds with prior approval from the school Principal

(or delegate).

- Encouraging their child/children to exit and enter the legally parked vehicle safely.
- Reflecting the school's cornerstones, respect for self, others and the world, in any and all interactions with the local and wider community in respect of this policy and its implementation.

Implementation

- All parents must get out of the car to supervise/assist students getting bags in/out of car. It is dangerous for students to stand near the back of a car, or in between cars where they may not be seen.
- Ensure that students only enter / exit the car via the kerbside.
- Students should only be entering / exiting a car once it is completely stopped in a designated parking space. Students should not be walking towards a moving vehicle.
- The school driveways, and driveways of our neighbours, must not be used as a place to turn around, and should not be blocked at any time.

Drop off/ Pick up bay outside the Church on Manning Road

- Parking bays are strictly for two-minute drop off/ pick up during the designated times.
 - When parked in the two-minute parking bays, parents should be vigilant in looking out for their child/ren and if not present within the two-minute window, be respectful of others by moving out of the parking bay and allow others to access this parking area.
- The Manning Road pick up bay is supervised by St Mary's staff from 3:10pm - 3:25pm every day. But (with the exception of the two-minute timeslot) this car parking policy also applies at all other times.
- The Manning Road bay may only be entered from the Tennyson Street direction.
- Turning right from Emo Road, into the Manning Road drop off bay is strongly discouraged. Please turn left out of Emo Road and drive down to Tennyson Street, and back around the roundabout and up Manning Road.
- U-Turns are not allowed into or out of the drop off bay
- The parking bays on Manning Road are parallel, so please do not park your car on an angle (half in / out of the bay; this is illegal). Wait until there is room and move forward into an empty bay. If there is no room, drive around the block, or park your car further away and walk.
- Please do not pull into the presbytery or other neighbours' driveways or park across them.

Drop off/ Pick up area near the crossing on Grant Street

- The Grant Street gate is supervised by St Mary's staff from 3:10pm - 3:25pm every day.
- Parking must adhere to the street parking signs. Parents/carers must be mindful of not parking too close to the pedestrian crossing.

Cars in school grounds: during school times and extended school hours

- The parking bays both along the side of the school building and down the driveway (opposite the Church) are for school and parish staff only.
- Parents and caregivers must not drive into the school driveway (along the Church) or into the school grounds during extended school hours (7:00am - 6:00pm). This includes for the drop off and/or pick up from Outside School Hours Care (OSHC).
 - After 3:10pm on weeknights, many students continue to use the school grounds up until 6:00pm (netball practise, tennis, After School Hours Care, etc). Similar circumstances apply regularly during the mornings. Therefore, under no circumstances are parents or staff allowed to drive into the school yard.

In the interest of community safety, please respect the expectations outlined in this policy. The Principal (or delegate) will not hesitate to contact Stonnington Council to arrange monitoring of safe car parking practices here at St Mary's School. Stonnington Council may issue fines to those parents/carers and staff who wilfully fail

to act in accordance with the law.

Review

Every policy will have an approved review date nominated. Policies may be reviewed before the review date in response to relevant changes, or as requested by the Principal or School Board.

Approved by the Parish Education Advisory Board: Wednesday 14 October, 2020

Review Date: As per the Review Policy