

# Car Park, Lift, Drop Off Policy

**FOR**



# St. Malachy's Primary School Glencull

## **Car Park, Lift , Drop Off Rules and Guidelines**

These guidelines have been produced to help ensure the safety of all visitors, parents, children, and staff at St Malachy's Primary School and we are grateful for your full cooperation. This document forms part of the risk assessment for the safety of everyone entering or leaving the school site. Parents and carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times.

- \* A 5 mile per hour speed limit applies throughout our site.
- \* All drivers must exercise due care and attention when driving and manoeuvring in the car park.
- \* All Parents and carers are encouraged, where possible, to walk their children to school.
- \* Pedestrians entering our site must use the allocated pedestrian gate and footpaths. Pedestrians are to keep to the pathway and not walk across the car park area if possible.
- \* There is to be no parking on designated walk ways, double yellow lines or boxes marked 'Keep Clear'.
- \* Access for emergency vehicles must be maintained at all time.
- \* Users of the school car park do so at their own risk. St Malachy's Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- \* Parents and carers are requested to use the car park area and drop off zone responsibly. The drop off zone and turning circle as marked on the attached plan is not to be blocked with parked cars. The drop off zone is designed to enable the free flow of traffic.
- \* Parents and Carers are not to drive beyond the double set of wooden gates. This area is for staff parking, deliveries, or meal drop off and pick up only.
- \* All parents and carers using the school site to drop off or collect from After School Club or other activity taking place at school are to use the parent's car park area and not the staff parking areas.
- \* All users of our car park are to be polite and courteous at all times. Please give consideration for other users of the car park.
- \* All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school.
- \* Parents/Guardians are responsible for the distribution of the messages in this policy to all those collecting their children at St Malachy's.

### **Using the Pickup and Drop Off Areas**

- \* Drivers must always follow the instructions of the adults on duty.
- \* When entering the pick up/drop off area cars must drive down as far as they can toward the double green gates – this allows others to pull in safely behind them.
- \* Drivers must use the turning circle provided to turn.
- \* Drivers should ensure children enter/exit the car on the footpath side.

\* In the event of any incident in the car park, governors will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.

\* Use of our car park will be regularly reviewed. Parking and use of the pick up and drop off facility on the school site is a privilege and not a right. This may be withdrawn by the Governors if they feel that the safety of the children is being compromised by inappropriate use of our car park.



## Pick Up and Drop Off A Safe Car Park

Some rules for safe use of the new pick up and collection area

1. Enter school grounds from the A5
2. Turn left and travel up to the Parochial house where a temporary round about has been made
3. Drive slowly back down this private road and wait at the stop logo on the road until the collection point becomes available.
4. After you collect your children use the middle of the car park to execute a 3 point turn and then drive back out onto the A5

Any waiting will create a back log so please move swiftly.

Times	P1/2 children	P3-7 +TUI club
Drop Off	8.45-9.15am	8.45-9.15am
Pick Up	2pm	3.00-3.15 pm



**Car park speed limit**

Please distribute this message to all those collecting children at St Malachy's.

When a child is in your care in the car park, please hold their hand until they enter the car.





Parochial house