

## PURPOSE:

This policy is in place to ensure;

- student safety
- safe and convenient delivery of goods to the school
- safe and convenient parking for staff
- access for emergency vehicles
- parking for bona fide school visitors.

## SCOPE:

This policy applies to all staff and parents at Gladstone Views Primary School.

## COMMUNICATION PLAN:

Parents will be referred to this policy at the commencement of each school year and on enrolment. A copy will be available on the school website.

Staff will be referred to this policy at the commencement of each school year and on induction (new staff). A copy will be available on COMPASS.

## IMPLEMENTATION

### 1 Staff Parking

- a Parking spaces will be provided within the school grounds for all full and part-time staff employed by the Department of Education and Training.
- b All staff are required to park within the marked parking bays.
- c Staff are not permitted to park in the visitors' parking area.

### 2 Parent Parking

- a Parents/carers are not permitted to park within the school grounds between 8.15am and 4.00pm, unless authorised by the Principal when collecting ill children or on school business.
- b Parents/carers accessing the Out of Hours School Care are permitted to park within the school grounds between 7.00am to 8.15am, and 4.00pm to 6.00pm. Parking bays must be used.

### 2 Delivery Vehicles

- a Delivery vehicles may park in the in the area signed as a 'loading zone' at anytime.

### 3 Students

- a Students must not enter the carpark at any time unless accompanied by a teacher, or parent/carer when accessing Out of Hours School Care (see 2b).

### 4 Visitors

- a Bona fide visitors such as visiting specialist teachers, Regional/DET staff and tradespeople only are permitted to park in the visitors parking area. Parking bays must be used.

### 5 Student Teachers / Trainees

- a Student teachers and those completing training on the school site are not permitted to park in the staff carpark (due to the number of employees). Parking is available at Ginifer Reserve.

### 6 Locking of of Car Park

- a The car park will be locked from 8.45am until after 9.30am each day, and at other times as directed by the Principal to ensure safety.