

# DROPPING OFF AND PICKING UP

If your child/ren are not catching a school bus home and you need to drop off and collect your child/ren from school, please read the following protocols:

## Morning drop-off: Chapel Road entrance

You can access the *Drop Off Zone* from Chapel Road for **morning drop off only** (there is no access from Chapel Road in the afternoon). There is to be no parking at this entrance.

Students must have their bags with them in the back seat when they drive into the *Drop Off Zone*. Students can only exit on the left-hand side of the vehicle. Parents follow the one-way system onto the side road, then exit **left only** onto Chapel Road. Turning right delays the traffic flow behind and creates a traffic jam.

**NO student should be crossing Chapel Road except when using the designated crossing at the Accent Drive & Stancombe Road intersection.**



## Morning drop-off: Te Irirangi Drive entrance

**Before 8:20am**

- Parents can choose to drop their children to school either at the top of the College driveway loop, or in the lower College carpark.
- At no time should parents use the bus parking lanes outside main reception.

**After 8:20am**

- Parents of College-age Students must turn left into the lower College Carpark to drop their college-aged students to school after 8:20am.
- Parents of Sancta Maria Primary School children are permitted to drive to the top of the loop to drop off all of their children which could include College-aged students.

## Collecting students after school: Te Irirangi Drive entrance

Collection of students is only permitted from the Te Irirangi Drive entrance.

There is no collection of students from the Chapel Road exit – this is for access to the staff carpark only.

### Before 3:30pm:

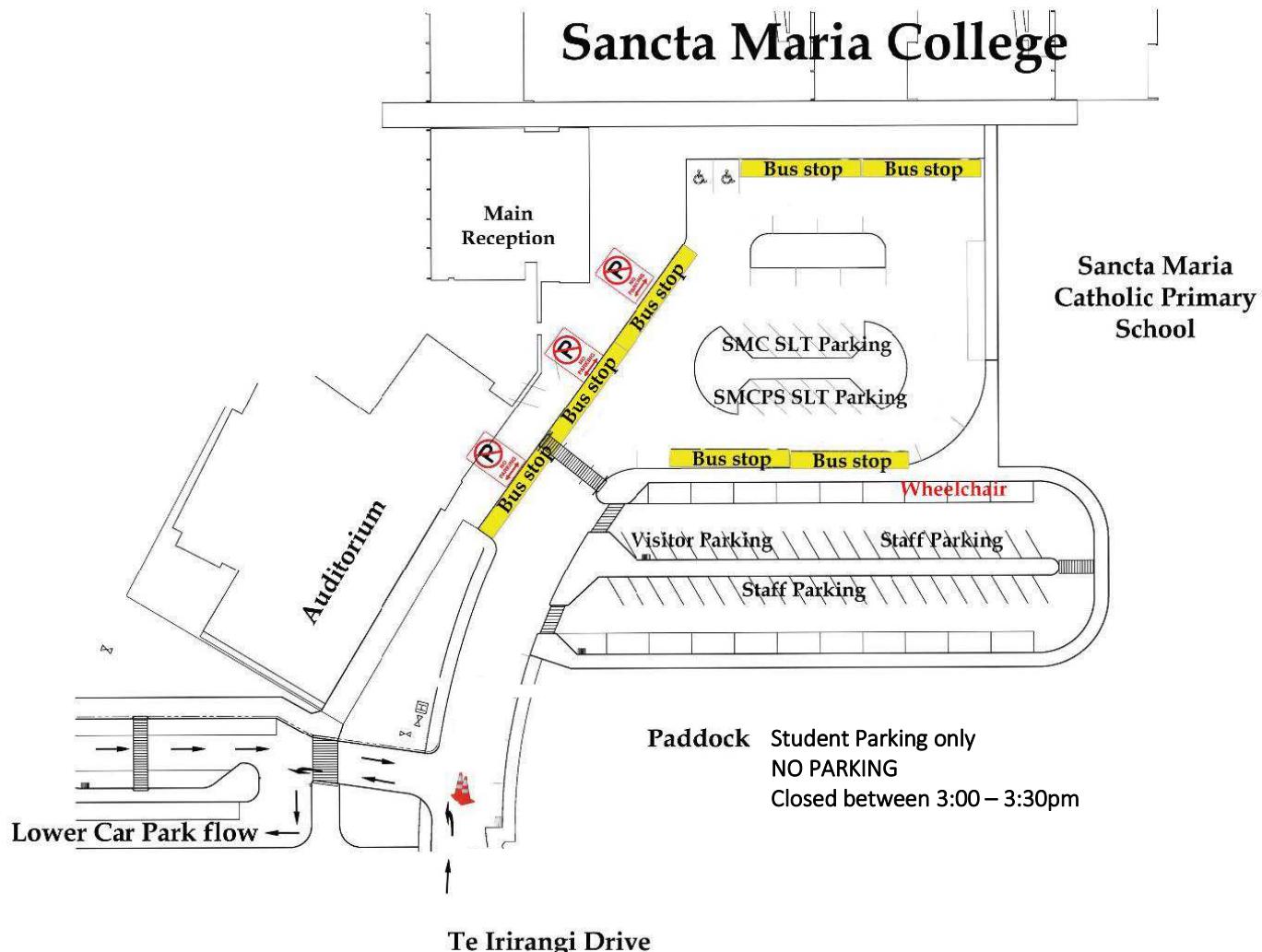
- Parents collecting College students should park and wait in the lower carpark on the left-hand side of the Campus driveway.
- Parents must not park across, or on, footpaths, pedestrian crossing or in areas where there are yellow lines.
- Parking in the paddock carpark is not permitted. This carpark will be closed from 3:00 – 3:30pm.

### After 3:30pm:

- Parents may collect students from the top of the College Driveway loop.
- Parking is not permitted in bus stops or for longer than two minutes.

### Student Carpark

- Sancta Maria Primary School parents who have collected their primary school student must endeavour to exit this carpark before 3:15pm.
- This carpark will be closed at 3:15 and reopened at 3:30pm or when traffic flow permits.



In no circumstances should people park in surrounding premises and businesses, such as Mitre 10 and Hot Springs Spa on Bishop Dunn Place.