

15 February 2020

Dear Parents and Carers,

Re: Safety Concerns Involving Parent Drop Off and Pick Ups

Can I please request parents refrain from using the staff carpark out the front of Building 27 to drop or collect children in the mornings and afternoons. We have placed traffic cones in this area to restrict access as many students and staff walk through here and it is unsafe for parents to enter with their vehicles. We have also had complaints from the tenants in Building 37 (behind the Kindergarten classroom) that parents are using their car parks for the same reason.

The school has a specific drop-zone for dropping and collecting children in the morning and afternoon. This zone is safe for children and is supervised by CCSC staff. There is also ample parking nearby. At the moment we have concerns that cars dropping children and collecting them in the wrong areas is creating safety issues for our students and staff. This includes dropping your child near or directly to their classroom.

The Homeroom teachers collect their homeroom classes each morning from Village Green 2 and take them directly to class. They also walk their homeroom students to the drop-zone in the afternoon (or to the buses as required).

I understand emergencies can happen but if you are running late or need to collect your child early please go to the main office and a staff member will arrange for your child to be collected from the classroom or sporting field and be brought to the main office. Please remember that students cannot be collected between 3.30PM - 4.00PM unless an arrangement has been confirmed with the office who must be notified by 3PM to allow us time to collect your child and have them ready for collection.

Please be aware that is a requirement under CCSC enrolment conditions to follow the directions of the College. As we are concerned about student safety we do regard this as a serious matter.

If you have any issues in relation to this request please feel free to contact me and I will arrange a meeting to discuss this in more detail. If you require clarification on the drop-zones and approved parking areas please contact the main office.

Thankyou for your understanding.

Regards,

Damian Mitchell - Head of Junior College