Dear Parents, Friends and Guardians,

The construction of the Western Drop-off/Pick-up Facility is the first of two facilities that by 2017 will resolve our Drop-off/Pick-up parking issues for the community. The second facility is an Eastern Drop-off/Pick-up & Parking Facility to be built in association with the construction of the new church to be completed by late 2016. The following arrangements apply from Wednesday 26 January 2016 until further notice. Numerical references are to notes on the attached facility map.

**Peak 8:00-8:40am & 2:30pm-3:20pm**

**ALL TRAFFIC ENTERS THE SCHOOLS AT THE TRAFFIC LIGHTS at Kortum Drive/Reedy Creek Road School entrance (1), the only entrance to the schools.**

NO CARS AT ALL IN THE BUS WAY (2). Traffic enforcement will apply.

NO DROP OFF OR PICK UP IN THE REEDY CREEK ROAD PUBLIC CAR PARK (3). You will experience significant delays as you try to exit as priority is given to traffic entering and leaving the new drop-off/pickup.

Consequently you will need to think about how you arrive at the traffic lights at the School entrance and also the best options for you as you exit. Access to the internal Primary School and College Administration Driveway (4), is closed during peak.

Set Down and Pick Up in front of the pool (4) and Primary School Administration building is illegal.

Specific Parking for Parents of Prep/Yr1 students (5) will be signposted just inside the school grounds, on the Primary oval. Parents who are permitted to access this parking will have a parking permit issued by the School (on 1st day of school) for display on their dashboard. Entry will be through the 1st car park at the south of the Staff Only car park (6) and exit through the 1st car park at the north (7), back into the queue.

DO NOT ARRIVE BEFORE 2:30PM as the ‘Kiss & Go’ queue will not be open until that time. Excessive queuing will clog the facility. Drivers should seek to avoid having to repeatedly go around because their child is not ready to board. Drivers should arrive when they are certain their child will be present at the ‘Kiss & Go’.

Our teachers will be discussing this point with the children and encouraging them to go to the drop-off area as quickly as possible at the end of the day.

**Closure of Sunlight Drive Access 2016 - Major Implications for Parents/Staff/Students**

While we are delighted that after 17 years the construction of the new Parish church has finally begun, and our schools will have ideal parking drop-off/pick-up arrangements, there are major implications for vehicular access for parents and for pedestrian access for students, coming from the east.

Vehicular access to the College and Primary school is only possible at the traffic lights at the Kortum Drive/Reedy Creek Road/College entrance (1). All Parents/Staff & Students are asked to use the Drop-off/Pick-up & Parking Facility. This will have a compounding effect at peak times, so take note of the information provided above.
Pedestrians/Bike Riders coming from the east will need to walk/ride the Council pathway adjacent to the sound barrier on Reedy Creek Road to an access point to the Primary school behind the demountable buildings (Music & Nyunga).

**Western Drop-off/Pick-up Facility – Information for Motorists & Passengers**

For the safety of ALL passengers, drivers and their passengers in each car must be always mindful that the Drop-off zone has been constructed as a strictly ‘Kiss & Go’ area (8) where students enter or exit vehicles immediately **without the drivers exiting the cars.**

Drivers using the ‘Kiss & Go’ area (8) have 30 seconds to pick-up or drop-off their children. The child must be ready to exit the vehicle to the sidewalk immediately, with all they need to take with them. At pick-up, if the child is not ready or present, drivers will be asked to move on and re-join the queue, via the staff only car park (9).

All parents will receive a family nameplate, which is to be attached to the passenger side visor of the car. Staff will then be calling children to be ready as cars arrive at the ‘Kiss & Go’

If parents need to exit the car for any reason, it is recommended that they park in the Reedy Creek Road Public car park (3) during peak times (and accept the consequent delay in making an exit from this area) or use the ‘Kiss & Go’ zone outside peak times. Priority for exiting will be given to traffic leaving the ‘Kiss & Go’ Area.

SAFETY MUST ALWAYS BE THE FIRST THING IN DRIVERS' MINDS. Impatient drivers attempting to advance in the queue to the exit will create hazards for pedestrians and other drivers, without much gain because the traffic lights (1) control the exit. Put safety first. Do not try to advance in the queue.

Motorists entering the Western Drop-off/Pick-up Facility will travel north, to a turning circle (10) that will bring them back to the ‘Kiss & Go’ Drop-off/Pick-up area at the Doyle Centre. There are two turning circles. At peak times, the most northern turning circle will be used to increase the queuing distance and minimise the possibility of traffic queues at the Reedy Creek Road traffic lights (1).

**Suggestions**

- Carpool with family or friends
- Arrive before peak in the morning
- Arrive when you know your child will be ready in the afternoon - minimise queuing in the afternoon
- Arrive after peak in the afternoon
- Arrive from the west if practical
- Allow ample time for drop-off. If you are late when you arrive for drop-off, you are already late for wherever you need to be next – you can't make up time in the drop-off queue without risking the safety of others
- Allow ample time for pick-up. You can’t make up time in the pick-up queue, without risking the safety of others
We appreciate that these arrangements will not necessarily be ideal and our staff are committed to do the best we can, as we manage and review arrangements. We rely on your goodwill and patience. Communication on this matter will be ongoing. Major changes will be signalled by SMS. Full details will be available on the Primary website and Facebook page. (www.marymountprimary.qld.edu.au & Facebook: Marymount Primary Burleigh)

Thanks for your time and anticipated assistance with these significant traffic changes.

Regards

Greg Casey

Principal