



Pittwater House

Campus Map and Car Park Operations

achieve a balance
co-educational campus | single-sex education

Campus Map



- 1 Junior School
- 2 Creative Arts and Technology
- 3 Design and Technology
- 4 Senior School Classrooms
- 5 Music Tutors
- 6 Pitt Stop Canteen
- 7 Science Labs
- 8 Covered Outdoor Learning Area (COLA)
- 9 Cadets

- General Learning Areas
- Special Learning Areas
- Service Areas

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Car Park Operations

Overview

- Follow instructions from all staff
- Drivers to stay in vehicle
- Allow time for children to be assembled – 3:05pm pick up for Years K-2 and 3:25pm for Years 3-6 at the earliest. Do not arrive before these times.
- Only alight from school side
- Do not turn right from the car park
- Kindergarten and ECC are 15 minute spots
- No parking for any other vehicles between 8:00am-8:45am

Kiss and Drop Zone

- **This is a no parking zone at all times. Drivers are to remain in the vehicle at all times.**
- Pittwater House Staff on Car Park Duty are there for safety reasons and to assist with the smooth running of the Kiss and Drop Zone. Please follow their instructions. The staff will not be able to discuss any non-car park related issues at this time as they will be concentrating on student safety. All staff in the car park have the full authority of the school to instruct you in the use of the car park. Parents who do not follow the instructions of the staff in attendance may be refused further access to the South Creek Road car park.
- Pittwater House School will be working hard to have students ready for Pick Up at the correct times. Please note that school day end times are the times instruction finishes in the classroom. It will then take time for the students to be organised and dismissed. If the day end is 3:00pm, the earliest the students should be expected to be at the car park is 3:05pm. Day end 3:20pm means at the car park at 3:25pm at the earliest.
- Kiss and Drop is designed to be a fast and safe method for students to be collected from and dropped at school. Please help keep it fast by making sure the students are ready to leave the car with no last minute clothing adjustments needed, everything in their bags and all arrangements made. At the drop off, they will only need their seatbelt released and then they can exit the car.
- Pittwater House School has a “No Boot” policy for safety reasons and to keep the Kiss and Drop Zone flowing. We want to avoid students and teachers having to step out into the roadway to access the boot of the car as well as avoiding the additional time this takes, which when multiplied by all the cars, adds to the time taken for all cars to move through the car park.
- Child Safety - Please ensure children get in or out of the vehicle on the school side.
- **Do not turn right when exiting the car park.** When vehicles attempt to make a right turn this causes significant delays to the operation of the Kiss and Drop Zone. Please be considerate to your fellow parents and other road users by turning left only.

Drop Off

- Staff will be on Car Park Duty to assist please follow their instructions.
- Arriving between 8:15am and 8:25am enables the students to arrive at their classroom on time for lessons to commence at 8:30am. Playground supervision is available from 8:10am.
- When dropping off please ensure your car pulls into the closest available Kiss and Drop bay to the entry gate behind any vehicles already there– **please note that the Kiss and Drop zone ends before the pedestrian crossing. There will be no loading or unloading of children from vehicles after this point.**
- There are seven (7) bays in the Kiss and Drop zone for dropping off students. Students should be dropped from the first available bay in this zone behind cars already there. Drivers should not wait in a queue until a closer bay becomes available.
- Children are to promptly get out of the car on the **school side**.
- Drivers - **do not get out of your vehicle**. The staff on duty will ensure your children are seen safely inside the school.
- **Do not turn right** when exiting the car park. Turning right may save you time but it has a significant negative impact on the flow of the car park. Please be considerate.

Pick Up

- Staff will be on Car Park Duty to assist please follow their instructions.
- When arriving for pick up please ensure your car pulls into the closest available Kiss and Drop bay to the gate behind any cars already there – **Remember the Kiss and Drop zone ends before the pedestrian crossing. There will be no loading or unloading of children from vehicles after this point.**
- The Kiss and Drop numbered bays are there to assist Staff on Car Park Duty in loading students into vehicles. Please stop at the next available bay alongside the footpath behind any existing cars and do not aim for a specific bay.
- Please display your family name card to assist the Staff on Car Park Duty in preparing your child/children for pick up.
- If you arrive early at pick up time or your child/children are not ready you will be required to exit the car park and drive around the block to the South Creek Road entrance to re-join the queue. Note the statement earlier regarding the earliest time you can expect the students to arrive at the car park.
- Students will only be organised and loaded into vehicles by the Staff on Car Park Duty.
- Once you have your child/children safely on board do not attempt to discuss any other issues with the Staff on Car Park Duty. Exit the car park to keep the Kiss and Drop zone moving.
- **Do not turn right** when exiting the car park. It slows everyone else down and creates queues on South Creek Road.

Family Name Cards

Family Name Cards are handed out in the first week of school to cars in the Kiss and Drop Zone by staff. If you already have one from the previous year, you can continue to use that. If you require one later in the year, you can pick one up from Reception. The Cards are used to display your family name so staff can get your children organised to be taken to your car.

ECC Parking

There are 15 parking spots that are marked in blue for Early Childhood Centre parents only. Early Childhood Centre parents are required to walk their children into the Centre and to physically collect them from the Centre. Pittwater House is required to provide a certain number of parking spots to parents of our Early Childhood Centre. We are providing more than the recommended number. Access to these marked parking spots is available **only to ECC parents** between the hours of 7:00am and 8:45am and again between 2:30pm and 3:45pm. ECC parents will be given a clearly marked blue permit by their child's classroom teacher on the first day of school. Please note that this permit allows you access to this range of parking spots, it does not guarantee a parking spot. Only cars with these permits may park in the ECC designated parking spots in the restricted hours. Staff on duty will be ensuring these parking spots are only used by ECC permit holders. To ensure that these parking spots are available to as many parents as possible, we require that they are occupied for a maximum of 15 minutes, giving you time to walk your child to the classroom, give a brief goodbye and return directly to your car. If you wish to park for longer, please use the surrounding streets. The 15 minute time span does not allow time for children to play in the playground.

Kindergarten Parking

There are 12 parking spots that are marked in red for Kindergarten parents only. In the first few weeks of school in particular, many Kindergarten parents prefer to walk their children to the classroom. Access to these marked parking spots is available **only to Kindergarten parents** between the hours of 8:00am and 8:45am and again between 2:30pm and 3:45pm. Kindergarten parents will be given a clearly marked red permit by their child's classroom teacher on the first day of school. Please note that this permit allows you access to this range of parking spots, it does not guarantee a parking spot. Only cars with these permits may park in the Kindergarten designated parking spots in the restricted hours. Staff on duty will be ensuring these parking spots are only used by Kindergarten permit holders. To ensure that these parking spots are available to as many parents as possible, we require that they are occupied for a maximum of 15 minutes, giving you time to walk your child to the classroom, give a brief goodbye and return directly to your car. If you wish to park for longer, please use the surrounding streets.

Express Parking

There are 4 parking spots that are marked in green for parents who for various reasons may need, on occasion, to park in the morning or afternoon and walk into school. These parking spots are strictly for 15 minute use only between the hours of 8:00am and 8:45am and again between 2:30pm and 3:45pm. We encourage parents of all students from Kindergarten up to utilise the Kiss and Drop Zone. Staff will direct you to these express parking zones as needed. Staff on duty will be ensuring these parking spots are only used for 15 minutes or less. If you wish to park for longer, please use the surrounding streets.

We understand that the car park is a resource valued by all parents. It is the intent of these procedures to make the car park an efficient and safe part of the school.

Car Park Map



