



ST COLUMBA'S

PRIMARY SCHOOL WILSTON

SCHOOL POLICY

DROP OFF AND PICK UP

Policy Statement

St Columba's Catholic Primary School is committed to ensuring safe and efficient traffic and parking management on school grounds, with comprehensive guidelines in place to prioritise the safety of all individuals.

Traffic and Parking Guidelines

One Way Traffic Flow:

To ensure smooth traffic flow, drivers must enter the school premises via Lovedale Street and exit via Kedron Brook Road.

Speed Limit:

For the safety of all, please adhere to the 5kph speed limit within the school premises.

Main Pick Up/Drop Off Zone:

- Follow instructions from the Pick-Up coordinator stationed at the designated zone.
- If your child is not present, you may be directed to park in the Set Down area temporarily.
- Children should enter or exit vehicles from the left-hand side doors only.
- Children can only enter their vehicle from the front of the queue.
- Avoid leaving your vehicle unattended in the Main Pick Up zone. Parents are encouraged to remain in the vehicle.
- Staff are at the Pick Up zone till 3:20pm. To ease surrounding street congestion those using the Pick Up zone are encouraged to make use of the pickup window and avoid queuing when the line is at standstill (prior to 3:05pm). Where street queuing occurs, drivers are encouraged to queue to the far left improving visibility down the centre of the road.

Set Down Areas:

- The set down areas are designated for short stops.
- They may also serve as overflow areas for the Main Pick-Up Zone.
- Please limit parking in the set down area to 10 minutes.

Exiting the School Grounds:

- When turning right onto Kedron Park Road, verge to the right-hand side of the exit driveway.
- When turning left onto Kedron Park Road, verge to the left-hand side of the exit driveway.

Parking:

Parking within the school grounds is limited. Additional parking options are available on Lovedale Street and Hawdon Street.

Failure to adhere to these rules poses a risk to the safety of our children. Your cooperation in following these guidelines is essential for the well-being of our school community.

Bicycles:

Bicycle storage facilities are available on site at the back of the tennis court toilet block inside the gated area and at the back of the OSHC rooms.

[Carpark and Traffic information.pdf](#)

Enforcement and Compliance

This policy is enforced to uphold the safety standards of our school community. Compliance is expected from all parents, staff, visitors and volunteers to ensure the well-being of our students and staff.

Review and Adoption

This policy is effective immediately upon adoption by the school administration and will be reviewed periodically to ensure its alignment with safety protocols and regulatory guidelines. Any necessary revisions will be communicated to all stakeholders promptly.

Approval and Review Details

Approval and Review			
Prepared By	Parent Representatives, WHSO Peter Maynard and School Principal Nick Fogarty		
Approved By	School Leadership Team		
Endorsed By	St Columba's School Board	Date:	March 2026
Next Review Date	March 2029		