



Pittwater House

Kiss and Drop Zone Operations

Overview

- Follow ALL instructions from staff on duty
- **5kph speed limit**
- No 'L' or Red 'P' Platers allowed in Kiss and Drop Zone at anytime
- Pittwater House may deny access to people who do not comply with these conditions.

Kiss and Drop Zone

- **This area of the school is used as a safe open space for students and at specific times converts to a Kiss and Drop Zone controlled by staff.**
- **Drivers are to remain in the vehicle at all times.**
- **This area is also a no parking zone at all times.**
- Pittwater House Staff on 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 unrelated issues at this time as they will be concentrating on student safety. Parents who do not follow the instructions of the staff in attendance may be refused further access to the South Creek Road Kiss and Drop Zone.
- Pittwater House School will be working hard to have students ready for Pick Up at the correct times. Lessons conclude at 3:00pm, 3:10pm, 3:20pm and 3:25pm. It will then take time for the students to be organised and dismissed. If the day's end is 3:00pm, the earliest the students should be expected to be at the Kiss and Drop Zone is 3:05pm. If the day's end is 3:20pm the earliest the students should be expected to be at the Kiss and Drop Zone is 3:25pm.
- Please do not arrive prior to these times.
- Kiss and Drop is designed to be a safe method for students to be dropped at and collected from school. To help traffic flow on neighboring roads, please ensure that students are ready to leave the car with no last-minute clothing adjustments needed, their bags packed, and all arrangements made. Then at the drop off, they will only need their seatbelt released and then they can exit the car from the building side of the vehicle.
- 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.

Drop Off

- **5kph speed limit**
- Staff will be on duty to assist, please follow their instructions.
- The gates will be opened at **8:00am** and closed promptly at **8:25am**
- Arriving by **8:20am** enables the students to arrive at their classroom on time for lessons to commence at 8:25am.
NOTE: Playground supervision is available from **8:10am**.
- As you enter the Kiss and Drop Zone, students should be dropped at the first available Bays numbered 1-5 (adjacent to the Sports Centre and Music Cottage).
- Drivers - **do not get out of your vehicle**. The staff on duty will ensure your children are seen safely inside the school.
- Once you have dropped your child/children safely, move on carefully to exit and keep the Kiss and Drop Zone moving.

Pick Up

- **5kph speed limit**
- Staff will be on duty to assist; please follow their instructions.
- Gates will be opened at **3:00pm** and close promptly at **3:45pm**
- Collection times: -
 - Years K-2 - **3:00pm**
 - Years 3-4 - **3:10pm**
 - Years 5-6 - **3:20pm**
 - Senior School - **3:25pm**
- When arriving for pick up please proceed around the turning circle towards the 5 loading bays adjacent to the Sports Centre and Music Cottage. Ensure your car pulls into the bay closest to the gate, enabling other parents to line-up behind you.
- Please display your family name card on the dashboard of your vehicle to assist the Staff on duty in preparing your child/children for pick up.
- Students will only be organised and loaded into vehicles by the Staff on duty.
- Once you have your child/children safely on board, move on carefully to exit and keep the Kiss and Drop Zone moving.

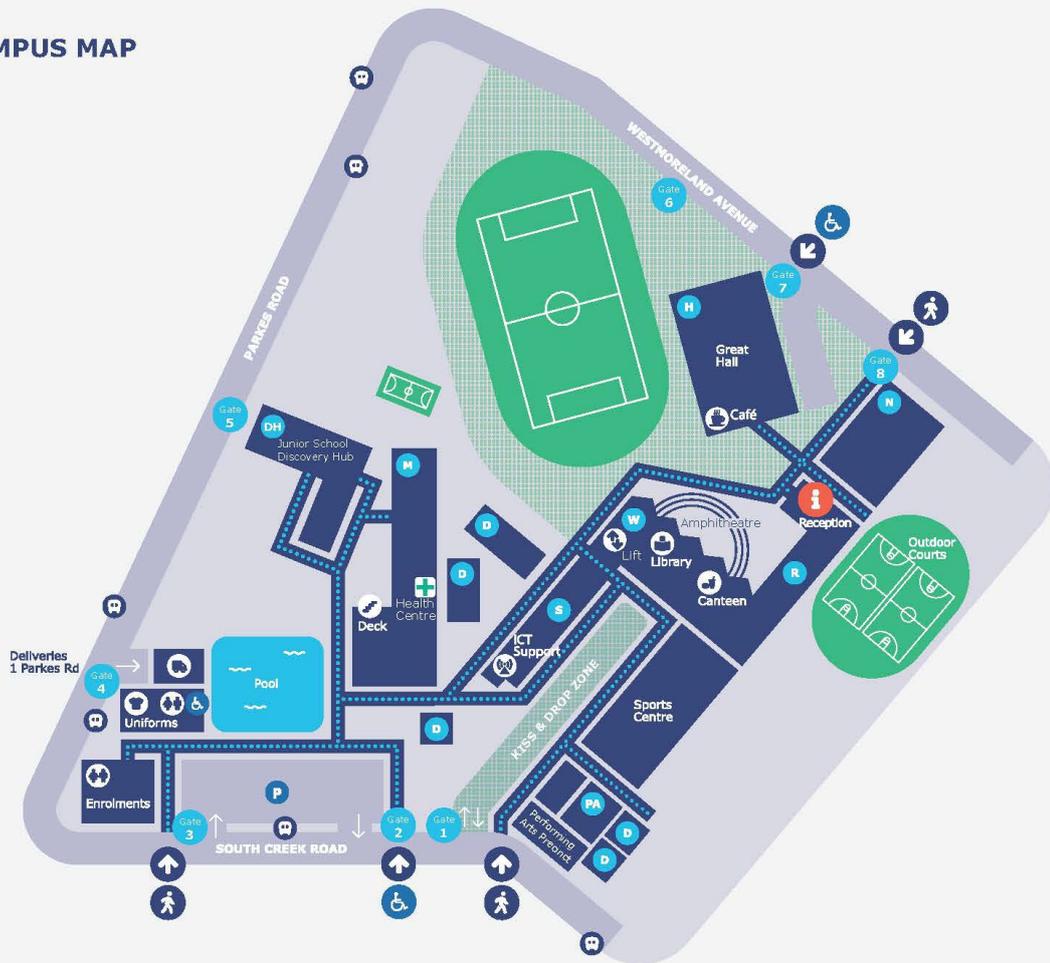
NOTE: If you arrive early at pick up time or your child/children are not ready you will be required to exit the Kiss and Drop Zone and drive around the block to re-join the queue.

Family Name Cards

Family Name Cards are handed out to the students on the first day of term. If you require one later in the year, please contact your Form Teacher. The Cards are used to display your family name so staff can get your children organised to be taken to your car.

Campus Map

CAMPUS MAP



- DH** Junior School Discovery Hub
- D** D Block
Technology and Applied Studies
Classrooms (TAS)
- H** The Great Hall
- M** M Block
Ground - Junior School
Classrooms, Counsellors
Level 1 - Junior and Senior
Classrooms
- N** North Wing
Senior School Classrooms
- PA** Performing Arts Centre
- R** Reception
- S** South Wing
Senior School Classrooms
- W** West Wing
Senior School Classrooms

Kiss and Drop Zone Map

