

Milltown Primary School

Traffic in the School Grounds

Recently, there has been an unacceptable increase of parents' cars entering the playground / upper carpark area both in the morning and afternoons.

Please note that a request is with the Education Authority to provide more parking spaces. In the meantime, we have to manage the situation as best we can to ensure everyone's safety.

Procedures

To alleviate congestion in the school grounds, and to **keep everyone safe**, at drop off and pick up times, please follow the procedures outlined below.

Please note, for safety reasons, **vehicles are not permitted beyond the roundabout in the school drive, (even when it is raining) unless permission is received from the Principal.** (Please put your request in writing stating reasons and wait for approval.)

When coming into the school grounds, please follow this procedure:

- If you are first to arrive, drive around the roundabout, proceed down the drive as far as you can go without blocking the entrance, and park on the left hand side (facing the road).
- Cars coming next should do the same, parking behind the car/s in front without leaving gaps.
- Cars may then park around the roundabout (*keeping well in to the side*) and, if necessary, on the left hand side of the drive (facing the school) thus enabling traffic to get off the busy main road.

When you have collected your child/children, **please move away promptly to free up space.**

- The footpath should be used when coming to, and going home from school. Children should not run around the grass area and are not permitted among the trees. Please reinforce this regularly with your children.
 - Adults collecting children from the school building should keep children with them to walk down the path.

Pupil morning drop-off

- All pupils **should be dropped off at the roundabout and walk up** into school using the footpath (with parents if needed). Please move off promptly when your child has been dropped off.
- Please note to develop independence, P1 pupils should now be left into the cloakroom area and make their own way into the classroom.
- Parent cars should not go beyond the roundabout. Recently, school staff and other visitors have not been able to get into work on time due to congestion in the staff car park.

Pupil Pick-up

- P1, 2 & 3 parents, when collecting their children at the end of school day, should park their cars in the drive and use the footpath.
- P4 - 7 children walk down the footpath to the cars.

Mondays and Wednesdays at 2.45pm are the most congested.

Please note the procedure below especially for P2 & 3 parents:

- P3 children with older siblings, should walk down the footpath to be collected (a teacher supervises this daily).
- **The only people permitted into the top car park** on Mondays and Wednesdays at **2.45pm** are:
 - those with Principal permission.
 - parents of P2 and 3 children who do NOT have older siblings going home at that time.

Speed

Please **keep your speed down at all times** in the school grounds. A number of complaints have been received regarding the speed of some drivers when there are so many young children and vehicles in the school grounds.

*On no account should cars drive over the playground area (except on specific occasions when directed by the care-taker).

PLEASE ENSURE THAT ANYONE WHO COLLECTS YOUR CHILD IS AWARE
OF THE SCHOOL'S PROCEDURES.

Your co-operation and support with this is very much appreciated. I am sure you will agree that ensuring the safety of our children and the whole school community is of great importance.