



*Mary Help of Christians Primary School*  
**SAWTELL**

# TRAFFIC MANAGEMENT PLAN

**Date Issued:** September 2025

**Evaluation and Review:** September 2026

**Policy Contact Personnel:** Assistant Principal

# **2025 Mary Help of Christians School Traffic Management Plan**

## **School Zone**

A school zone exists in Amaroo Cres, Eungella St and Ramonie Dr. A speed limit of 40km per hour applies between 8am - 9:30am and 2:30pm - 4pm every school day.

## **Staff Parking**

Staff parking is available in the car park at the main entrance. Staff may also park beyond the drop-off and pick-up zone, along the private roadway connecting the car park and Lourné Ave.

## **Visitor Parking**

Visitors may park in the school carpark or beyond the drop-off and pick-up zone along the private roadway connecting the car park and Lourné Ave.

## **Bus Zone**

The Bus Zone is located at the main entrance. The Bus Zone operates between 8am-9:15am and 2:30pm-3:15pm every school day. There is no stopping in the Bus Zone during these times. There is no pedestrian access along the bus zone pathway during bus zone operation times.

## **Pedestrian Crossings**

- A School Crossing is located in Eungella Street and is operational during school zone hours. A crossing supervisor is employed between 8am-9am and 2.30-3.30pm. This is used by pedestrians walking along the northern side of Amaroo Cres or the northern side of Eungella St.
- An additional crossing is located at the entrance to the drop-off and pick-up zone for pedestrians walking on the southern side of Amaroo Cres.
- No pedestrians are to walk across the access road or carpark areas during drop-off and pick-up time.

## **Access for Visitors and school families during school hours**

During school hours (8.45am-2.30pm) the only access to the school is via the gate outside the administration office.

All visitors including parents must sign in during school hours.

## **Access for School families during drop-off and pick-up times**

You have two options for dropping your child at school between 8am-8.45am:

1. Drive your car into the drop-off zone where your child will exit the car and walk down the stairs independently.
2. Park in the car park or neighboring streets. Enter the school via the gate near the administration block or walk through the gate outside the Year 1 classrooms and proceed directly to the 'Pick-up/Drop-off Zone' near the Kindergarten classrooms. Here, you can say goodbye and send your child/ren to independently hang their bag on their bag hooks and head out to play.

Apart from parents who are accessing the MHOC OSHC service, parents are no longer able to enter the school via the car drop-off and pick-up zone stairs. If you are walking your child onto the school grounds, you will need to enter via the gate outside of Year 1 or the administration gate and proceed to the 'Drop-off and pick-up Zone'.

You have two options for collecting your child/ren from school:

1. **Pick-up Zone** at the top of the stairs in front of the school hall.
  - Between 2.45 and 3pm, parents on foot wait at the top of the stairs and, once the duty teacher arrives and opens the gate, children will be called from the waiting area to meet you.
  - From 3pm- 3.20pm, cars drive through the pick-up zone where the duty teachers will ensure children get into cars safely. Ensure your child's name is clearly visible to the teachers on duty.
2. **Drop-off/Pick-up zone near Kindergarten under the shade structure** for all students being collected on the school grounds. Parents and carers can wait here without signing in at the front office. There are a number of park benches here with more to come as the need arises.

**To ensure student safety, all walkways must be kept clear so that students can move safely to exit the school or walk to bus lines.**

## **Pedestrian Access**

- There are two possible ways for riders and walkers and accompanying adults to safely exit the school:
  1. Exit via the side gate on the edge of the 'Pick-up/Drop-off zone' near the school garden, walk up the driveway then follow the footpath towards the supervised crossing.
  2. Exit via the gate outside the Year 1 classroom, walk up the path and around the car park.

## **Disabled Access**

All disabled access is via the main entrance outside the administration office. Ring the school office on 66533122 for access to the disabled car parking space.

## **Vehicle Access**

Vehicle access is only for emergency services vehicles or other visitors by arrangement. Access is via the main driveway near the Administration Block or double gates near the Drop-off and Pick-up Zone.

## **Traffic Flow - General**

- The entrance to the carpark and drop-off/pick-up zone is one way.
- Vehicles accessing the drop-off/pick-up zone, enter at the main entrance on the corner of Eungella St and Amaroo Crescent, move through the carpark to the entrance of the drop-off/pick-up zone.
- Arrows direct traffic through the carpark to the drop-off and pick-up zone.
- Vehicles exit the drop-off / pick-up zone via the private roadway through to Lourné Ave. **This private roadway is strictly one-way and all vehicles are to travel at walking pace.**
- In the right entrance lane of the main entrance, arrows direct traffic past the school administration block and towards the exit. This is used by buses and delivery vehicles. Visitors to the school may also use this entrance lane when bus zones are not in operation. At these times, vehicles may park in front of the administration block.
- Make sure your child waits until the car has completely stopped before exiting.
- Always use the door closest to the curb to prevent stepping into traffic.

## **Traffic Flow at afternoon pick-up time**

- At 2:30pm each school day, barriers are placed across the entrance to the carpark. Access to the carpark and pick-up zone is restricted to buses until the OOSH bus, S911, S907, S904 and S908 buses have entered by approximately 3:00pm. These barriers are manned by MHOC staff.
- Once the first five buses have entered, cars may enter to collect students via the pick-up zone. MHOC staff use a microphone to call children from the waiting area who then walk up the stairs where staff supervise the students entering their vehicles.
- Should there be a queue of cars in Eungella St or Amaroo Cres waiting to enter the carpark and pick-up zone, staff may direct traffic to enter via both entrance lanes and make 2 queues of cars leading into the pick-up zone. This ensures other local traffic can flow along Eungella St and Amaroo Cres.
- It is important that cars do not queue in Amaroo Cres or Eungella St before the opening of the pick-up zone at 3:00pm.
- Parents are required to follow staff directions at all times.

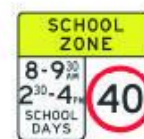
Your partnership is essential to our students' safety. Please help us maintain a safe environment for all by adhering to all rules, guidelines and instructions from staff.

## Car drop-off/pick-up map



### Map Legend

- Personal Pickup/Drop off
- School Zone
- Staff Parking
- Bus Pickup/Drop off
- Pedestrian Gate
- Vehicle Gate
- Pedestrian Crossing
- School Boundary



Please don't park or wait in the staff car park.  
Don't obstruct the vehicle gates into the school premises.  
Take care when driving on the personal pickup/drop off zone.

