Traffic and Car Park Procedures

Rationale

Traffic is a major issue at the school. It is therefore essential that parents and drivers follow the guidelines below for the benefit of our school community and our local community. These guidelines are to ensure safety for all and to help make traffic flow more manageable for all. This will only benefit all if the guidelines are followed by all.

General guidelines and information

- Please only use cars to bring children to school if necessary i.e. if you live close to school, please walk or use a bicycle.
- Please carpool where possible.
- Cars are not permitted to be parked or to drop off children in the immediate vicinity of the school i.e on the road opposite, near Cafe Mozart.
- All vehicles bringing children into school should display a TBS sticker, available from the Security Guardhouse.
- New families and existing families with new drivers, must make an appointment with the Head of Security for a ‘Driver’s Orientation Session’, which will result in the issue of a TBS sticker.
- We have two ‘car park’ areas, A and B. Car Park B is the only place where a car can be parked. Both car parks have a designated pick up and drop off points.
- A is the smaller area nearest to the school gates. B is the larger area furthest away from the school gates.
- If you enter Car Park A, you can only enter through the area next to the school gate and exit through the central exit area.
- If you enter Car Park B, you can only enter through that gate and exit through the central exit area.
- No drivers or parents may park in Car Park A - this is reserved for school buses and the BGN bus.
- You may only enter into the Car Park A, if you are dropping off a student/s i.e you cannot drive into Car Park B and park there.
- If you wish to park, you must enter through Car Park B gate.

Morning drop-off

- Students can be dropped off at school between 7:55 am and 8:13 am.
- On entering the school car park(s), drivers are asked to lower their window for a visual check and to show their TBS ID.
- Students must be wearing their seatbelts until the vehicle comes to a stop at the drop off area.
- The speed limit whilst on the campus is 5 KPH.
- No overtaking is allowed whilst in or around the car parks.
- Drivers may drop off students at the drop off/pick up point where a maximum of 15 seconds will be allowed for the drop off.
- Parents who have a driver and wish to walk into school with their child, should instruct their driver to leave the campus, a significant distance from the school, away from traffic, and await instructions to return for ‘collection’.
If the parent is also the driver and wishes to park, please keep your time to a minimum as other parents will also be in need of the space.

All cars should leave Car Park B by 9:00 am.

### Afternoon pick up

- Primary students can be picked up from 2:30 pm and 3:30 pm.
- Secondary students can be picked up from 3:25 pm and 4:30 pm.
- Primary students need to be collected by their parent/designated didi/dai from the main courtyard.
- If a primary student is being picked up by a parent with a driver, the driver should drop off the parent and only return to school once the parent has contacted them stating that they are at the pick up area ready to be picked up.
- If a primary student is being picked up by a parent who is the driver, they may park in Car Park B for maximum of 10 mins whilst they collect their child.
- Secondary students who are being picked up by a driver/parent must be waiting by the pick up area by 3:25 or 4:30. If the student is not waiting there, the driver/parent will be asked to leave after 15 seconds have elapsed.

### Drivers conduct

- Drivers, parents and passengers must not harass or insult the TBS guards on duty, follow their instructions at all times. Anyone found doing this will be reported and may be prohibited from entering the campus in future.
- Smoking, spitting on the ground and littering is strictly prohibited.
- No parking or loitering on the campus.
- Engines should not be running if parked.