



**St Louise's**  
Comprehensive College, Belfast  
A Specialist College

# Driving to School Policy

## Students Driving to School



### **MISSION STATEMENT**

“In partnership with parents, guardians, staff, governors and students, St Louise’s promotes excellence in teaching and learning within a Catholic, Vincentian, Comprehensive ethos”.

The safety and wellbeing of our students is of utmost importance to you as parents/guardians and to the staff of St Louise's Comprehensive College.

To ensure the safety and wellbeing of all students the following criteria must be adhered to and respected by all student drivers:

- All students must enter by the Falls Road gate.
- Parking passes must be clearly displayed for inspection by the security guard.
- All cars must be parked in the **designated** car park. This car park is outside the Pastoral Support Centre in the Junior School.
- Students who drive to school must arrive by 8.50 am to ensure they have time to park and attend registration at 8.55 am.
- Students must register their car i.e. the formal registration form must be completed before the car can be parked on the school premises.
- Once the registration process is complete and checked by a senior member of staff, a parking permit will be issued.
- Students are **NOT** permitted to carry passengers other than members of their own family (this will be agreed by the parent/guardian).
- Students must **NOT** leave the school premises by car at any time.
- If a student has an appointment during the school day they must be collected by their parent/guardian.
- For health and safety reasons students who drive to school cannot leave the school premises until the end of the school day when all buses have left at **3.30 pm**.

***The school does not accept any responsibility for loss or damage to the vehicle on school premises.***

**Please note: Any student who does not respect the guidelines above, will not be permitted to continue parking their vehicle on the school premises.**

**\*Additionally students arriving late to school will not be accepted. If a student arrives to school late twice the Head of Year will contact parents to discuss the matter. Should this continue, on the third occasion, the student will have this privilege removed and will not be permitted to take their car to school.**

Parents/guardians must be aware of their responsibility in allowing their daughter/son to take a car to school. Therefore we request parents/guardians assist with ensuring students are aware of their responsibilities as drivers.

**FOR A PERMIT TO BE ISSUED PARENTS MUST  
COME FOR A MEETING IN THE SCHOOL**

**POST 16 – FORM 1**  
**APPLICATION FOR PERMISSION TO BRING A CAR TO SCHOOL**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Car Type: \_\_\_\_\_ Car Colour: \_\_\_\_\_

Registration: \_\_\_\_\_

Proposed Passenger/s (*immediate family only*)

Name: \_\_\_\_\_ Class \_\_\_\_\_

Name: \_\_\_\_\_ Class \_\_\_\_\_

Name: \_\_\_\_\_ Class \_\_\_\_\_

Name: \_\_\_\_\_ Class \_\_\_\_\_

- ✓ I agree to abide by the College Policy concerning students driving to school.
- ✓ I will park in the designated area.
- ✓ The car will remain parked in the designated area until 3.30 pm unless prior permission has been given.
- ✓ I will not return to the car during the day until 3.30 pm.
- ✓ If there are any changes to the above information I will inform the College.

Signed: (Student) \_\_\_\_\_

Signed: (Parent/Guardian) \_\_\_\_\_

Signed: (Senior member of Staff) \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM 2 – St Louise’s Parking Permit Request Form

### ***A Parking Permit will be issued under the following conditions:***

1. Students must register their car using the form 1 and 2.
2. The form must be returned to the Head of Sixth Form who will issue the parking permit. The Head of Sixth Form will retain the register.
3. The school is not responsible for the safety of any student vehicle, damage to and security of student vehicles.
4. All cars must be parked in the designated car park.
5. All students must accept that there are a limited number of spaces available for students to park.
6. Students who drive to school must arrive before 8.50 am to ensure that they have time to park and attend registration at 8.55 am.
7. When finished school they must not leave until 3.30 pm.
8. Students must follow the 5 mph speed limit on the school grounds.
9. Students are **NOT** permitted to carry passengers other than members of their own family.
10. Students must **NOT** leave the school premises by car at any time.
11. If a student has an appointment during the school day they must be collected by their parent/guardian.
12. It is the car owner’s responsibility to ensure that the driver has adequate insurance.

### **PARKING PERMIT**

Name of Student \_\_\_\_\_ Car Reg \_\_\_\_\_

Car Make \_\_\_\_\_ Car Colour \_\_\_\_\_

Passengers (immediate family only)

\_\_\_\_\_

\_\_\_\_\_

Signed Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signed Head of Sixth Form \_\_\_\_\_ Date \_\_\_\_\_

Signed Student \_\_\_\_\_ Date \_\_\_\_\_