



## LOOK OUT REGISTRATION

This is a program that “looks out” – the implication is one of care and concern because the community is looking out for the kids. “Look Out” is a simple program to assist the school to help manage the flow of traffic in our 2 minute pick up zone, in an orderly, safe way.

The Look out monitors are volunteers/ representatives of the School. Please be respectful and courteous.

I ..... wish to register to participate in the Look Out Program at New Farm State School.

I will ensure my child/ren ..... Class.....

..... Class.....

..... Class.....

will be at the designated pick up area and waiting for instruction from the Look Out monitor before they enter the vehicle;

I will further ensure:

- To be polite and respectful to the volunteers who are managing the queue;
- That as a parent, carer or person authorised to pick up my child/ren, I will wait in my vehicle
- in the queue displaying the “Look Out” card prominently on the car’s sun visor or dashboard
- until my children enter the vehicle at the front of the queue;
- I will not leave my vehicle at any time to look for my child/ren.
- I will not arrive at the designated pick up area before 3pm. If I do arrive before 3pm in the

designated pickup area, I am aware that I may be asked to move along and re-join the queue;

I am aware that if my children are not waiting for me when I proceed to the front of the queue, I will be asked to move along and rejoin the end of the queue.

.....  
Name

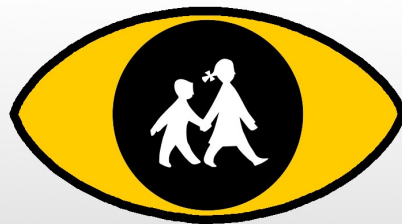
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Signature

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Date

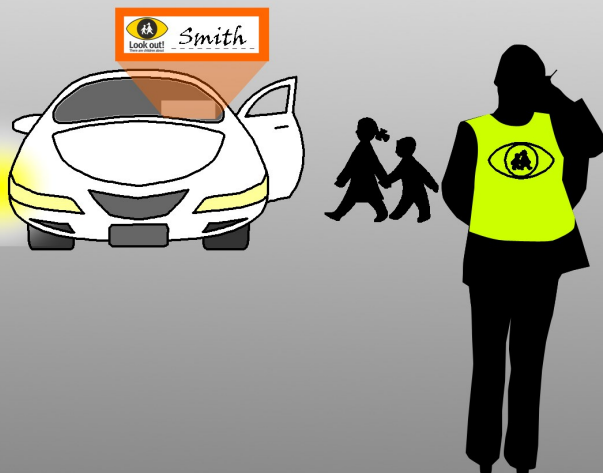




# Look Out News



## Look out!



How to use the 2 minute loading zone

Each year your children are picked up from school over 200 times and over 300 other families are doing the same thing.

At New Farm State School we are committed to doing everything we reasonably can to ensure that no child is injured while they are being dropped off or picked up from school. For many years we have all felt frustration as people use the loading zones in different ways.

We commenced monitoring the Look Out program in our Hawthorne Street 2 minute loading zone **a few years ago** and are now implementing the program on **Heal St** to assist in reducing congestion and keeping our students safe.

We know all families do not use the pick up/**drop off** zone but we felt all families would want to know how the program works. Remember we want a safe efficient loading zone. You can help by following the guidelines in this brochure when you use the zone. If you see a problem and have a suggested way to fix the problem please let me know by contacting the office on 3358 7333 or

[admin@newfarmss.eq.edu.au](mailto:admin@newfarmss.eq.edu.au)

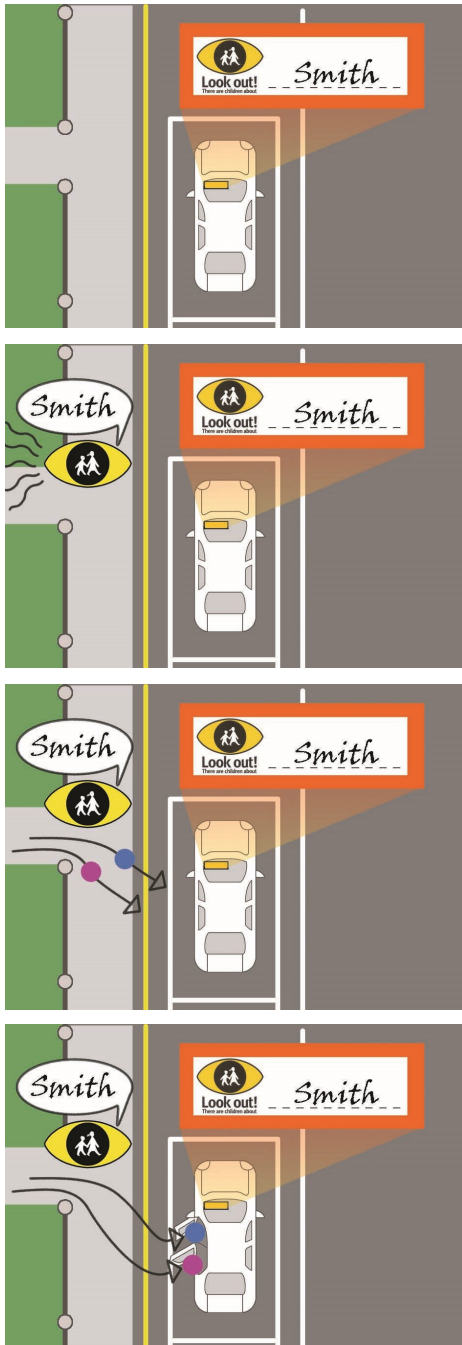
*Carmel*

Dr Carmel McGrath  
Principal



**Load & Leave Safely**

## How to Use the Look Out Program



### Step One

Families **queue and display** their family name tags on the dash. (Drivers do not leave their vehicle).

The first three vehicles will be loaded at any one time.

### Step Two

**Wait** while a monitor on the footpath calls for your children.

(If your children are not waiting, you will be asked to move on and join the end of the queue. It is suggested you do not arrive at the loading zone prior to school finishing and it is likely you will be asked to move).

### Step Three

**Stay in car**, a monitor in the school grounds will send out your children.

### Step Four

**Look Out** for your children. The caller confirms with children that this is the family vehicle.

### Step Five

**Load and leave safely** after your children have arrived. Do not let children load school bags into the boot of the vehicle and please ensure the children enter the vehicle from the passenger side.

### Step Six

**Next vehicles** in queue move to the front bays. Process begins again.

## Remember

The loading zone is a two minute zone by law. If your children are not able to be loaded within the two minutes, the law requires that you move on. Every effort will be made to locate your children and avoid the need for you to move on without picking them up. When your children are not at the loading zone prior to you, you will be asked to move on and join the end of the queue. We understand that this is inconvenience however keeping the line moving provides a benefit to all parents.

*"Please be courteous and patient".*

*Have you arrived too early at the loading zone? Do your children know to come straight to the loading zone?*