



# Manor Lakes College

## **POLICY**

### **Car Park Access**

Ratified: 19th November 2025



### Purpose

Manor Lakes P-12 College is an inclusive learning community that strives to cater for the individual needs of all students, their families, staff and other community members. For some students, this includes providing support in ensuring that students arrive and depart school safely. To achieve this, parents and carers of students with access needs have the option to apply to school council for a car park remote control to enter the staff car park on Minindee Road. Remote controls are assigned on a needs basis and are not an automatic entitlement.

### Scope

This policy applies to all students with access needs at Manor Lakes P-12 College.

### Policy

- Any students with a diagnosed physical disability which impedes their ability to safely transition to and from school (assessed by a qualified health practitioner) and supported by a disability parking permit, are able to apply in writing to school council for consideration to receive car park access via a remote control.
- Parents/Carers need to state that their child has a physical disability and/or behaviour related needs that impede their ability to safely transition to and from school.
- School council in consultation with the Executive Principal will then make a decision based on the evidence provided and knowledge of the child concerned.
- Car park access is granted on an annual basis. Remote controls must be returned in the final week of the school year (or earlier by arrangement with the office). Families must re-apply for car park access the following year.
- It is anticipated that over time, students will demonstrate ability to transition to and from school safely. In extraordinary circumstances, where students continue to require additional support for these transitions beyond primary school years, special consideration will be given.
- Parents/Carers, visitors and staff must adhere to safe driving behaviour when accessing and exiting the car park;
  - Drive slowly below 5km
  - Use directional arrows and exit via appropriate gate
  - Give way to pedestrians at all times
  - Park only in designated spaces
- Car park access may be revoked if safe driving behaviour is not displayed
- Car park access is limited to drop-off and pick-up times on school days and may be used during college events, parent information sessions, etc.
- There is a fully refundable payment required on receipt of the remote control. Refund of the remote will be organised when the remote is returned.

### Communications

This policy will be communicated to our school community through enrolment meetings and Student Support Group meetings as required.

### Review cycle and evaluation

The Principal is responsible for reviewing and updating this policy at least every four years.

Endorsed by	College Council
-------------	-----------------



---

Endorsed on	19th November 2025
Next review date	November 2029