

ST JOSEPH'S ALSTONVILLE ROAD SAFETY SCHOOL MANAGEMENT PROCEDURES 2018

Management Issues	Operational Procedures in Place	Management Issues Requiring Action
<p>A. WITHIN THE SCHOOL BOUNDARY</p> <p>* School Deliveries</p>	<p>*School suppliers drive into Church car park and trolley goods to office.</p> <p>*Canteen deliveries drive into Church car park and deliver goods to canteen via the back door of the canteen.</p> <p>*Garbage collected from Perry Street bins outside MacKillop House outside of school hours</p> <p>*Recycling truck collects as per Garbage</p> <p>BUS VISITS:</p> <p>*Pudding factory bus tours drive into car drop off areas. Passengers alight and proceed to Parish Centre. Witches hats out to mark space.</p>	<p>Reminder to all involved (staff, parents & carers, tradespeople) about boomgate closure times and access</p>
<p>*Parent/student delivery and collection of students</p>	<p>*Students enter from Main Street and Perry Street. they leave their bags outside their classroom or designated area then proceed to the 'Undercover Area' and sit down until teacher supervises play at 8.40 am</p> <p>*Students being collected during the day are either collected from the office and class teacher is notified. All students need to be signed out at the office by the parent/caregiver. Students could be collected from the playground after prior notification from parents and then signed out at the office.</p> <p>*Students travelling with their parents after school meet their parents either outside their classroom or proceed to Car Pick-Up Zone outside the Kindergarten classroom. A supervising teacher will direct children to their car as their designated vehicle arrives. Parents are not to alight from the vehicle.</p> <p>*Students are dismissed at 3.20 pm; the students catching buses proceed to the covered area at the front of the Church, sit in their bus lines and wait for the teachers on duty to walk them to their buses.</p> <p>WET WEATHER:</p> <p>*Students catching late buses wait in covered areas such as under awning at the back of the church or in front of the administration building, and proceed to their bus as per Bus Zone.</p>	<p>Reminder that students do not travel “through” the car park but use edges.</p> <p>Staff to collect sign out slip.</p>

*Staff Parking	*Designated car park is in the church car park off Main Street. Boom gate closes from 8.30am until 9.10am and then 3pm until last bus departs.	
*Skateboards and Rollerblades	*Not permitted- unless specific parent permission *Not allowed to be used in school grounds	Reminder that if any bicycle, scooter or skateboard is brought to school there MUST be a helmet
*Bicycle & scooter parking	*Bike rack is situated on the playground	Helmets are essential
*Bicycle movement/access	*Students walk their bike through playground and church car park to pathway in front of church and continue to walk their bike until past the school pedestrian area.	Helmets are essential
*Pedestrian movement	<p>BEFORE SCHOOL: *Cement areas are walking areas *No running on stairs. Bus students and those walking enter via the church undercover area and proceed through playground to deposit their bags outside their classrooms.</p> <p>LUNCH: *Students dismissed from class and go to the undercover area, sit down to eat, and after being dismissed proceed to playing areas.</p> <p>AFTERNOON TEA *Students dismissed from class and go to the undercover area, sit down to eat, and after being dismissed proceed to playing areas.</p> <p>AFTER LUNCH/AFTERNOON TEA *Students are directed to toilets, bubblers, then lines on cemented areas.</p> <p>FIRE DRILL/EVACUATION: *Students proceed as per Fire/Evacuation Policy.</p> <p>AFTER SCHOOL: *Most walkers leave through the playground.</p>	<p>Children entering office by side entrance only, not walking through car park and entering through front door.</p>

ROAD SAFETY SCHOOL MANAGEMENT PROCEDURES 2016

Management Issues	Operational Procedures in Place	Management Issues Requiring Action
B. OUTSIDE THE SCHOOL BOUNDARY		
*Pedestrian Movement *Pedestrian Crossings	*Bus students walk along Main Street path to waiting bus. *Walkers, walk along Main Street path and cross the road at either the crossings on Main Street or on Highway where 'lollypop' persons direct students across the road.	Supervision roster in place for staff supervision
*Bus zone	*Students proceed single file onto the bus under teacher's supervision	
*Parent Delivery and Collection of Students	*Students access cars parked in the Car Pick-Up Zone via ramp under teacher supervision.	Supervision roster in place for staff supervision
*School deliveries	Not applicable	
*Bus travel and safety *Excursions	*Bus Code of conduct *Students board bus from Main Street as per Bus Zone after assembling in undercover area. *Roll call at beginning and end of excursion and mark off any children that have been collected by parents. Upon return to school teacher supervises remaining children. *Senior excursions could occur outside school hours under teacher supervision	
*Cyclist Movement	*Walk their bike along footpath to either Main Street crossing or highway crossing, and mount bikes where appropriate	Helmets are essential
*Staff Parking	* In church car park or side of school in Perry St	
*Parent Parking	*Parents may park in Perry Street opposite the school or in Main Street opposite the Administration block.	
*Use of skateboards	Only is parental permission is given, helmets are essential	

Reviewed: October 2018 Therese Seymour, Principal