

School Management Procedures

Within School Boundaries

1. *Delivery and Collection of Students.*

Morning - Children arriving by car are delivered to school car park. Children arriving by bus must enter school grounds via the pedestrian gate and proceed along paths to school.

Afternoon - Children are escorted in classes by classroom teacher to the front of the school where they either:

- sit on seats waiting for buses
- are picked up by parents from seated area. Children are not to enter carpark unless escorted by a parent.
- Children going to after school care wait outside the northern entrance doors near the steps from the car park where they will be met by the after school care supervisor.

2. *School Deliveries:*

Deliveries made at any time during the day - usually not during recess and lunch. However if deliveries do arrive at these times, teachers on duty are responsible for child safety. Vehicles must use access roads provided.

3. *Staff Parking*

Staff have a designated area on parish grounds to park their cars. They must not enter or exit the grounds via White Avenue.

4. *Bicycle / Scooter procedures*

On entering school grounds children must **walk** their bikes/scooters to the bike parking area located near the Art Room. Children are not permitted to ride their bike/scooter on school grounds and no children are to go to the bikes/scooters during the day. Only children in Years 3,4,5 and 6 are permitted to ride their bikes to school.

5. *Pedestrian Movement*

Children must walk quietly around the school grounds. Teachers must accompany their class.

School Management Procedures

Outside School Boundaries

1. Pedestrian Movement

Children must leave school grounds via pedestrian gate (small gate) before and after school. Some walkers leave via White Ave, along designated path.

2. Pedestrian Crossing

Children needing to cross the road to get to school must cross at the pedestrian crossing where the RTA Road Crossing Supervisor is on duty between 8am- 9am and 3pm - 4pm.

3. Bus Zone

The bus area is just inside the fence on Lake Albert Road where seats have been provided. The teacher on Bus Duty must supervise students and ensure they remain seated until their bus comes.

4. Bus Travel and Safety

Teacher on duty must ensure children board buses safely and stay within the bus. The bus company issues bus passes which the company can confiscate at any time if children are not adhering to safety rules. The school is notified of action taken and reinforced by the school.

5. Parent Parking

Parents must enter school grounds through the entry gate and park in the parish car park.

6. School Sport and Excursion

Children must always have written permission to travel to and from sport venues and excursions venues. Excursion travel is usually by bus.