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**ROAD SAFETY MANAGEMENT
INFORMATION**

St Agnes' Primary School



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BUS TRAVEL – BUSWAYS BUS Co
6583 2499 (Monday to Friday 8:00am – 5:00pm)

Busways will be able to tell you which bus your child will catch, where to catch it and what time it leaves. The following conditions apply for Bus travel:

- **ALL** students in the **INFANTS** school (Kinder to Yr. 2) are eligible to travel free on the bus. A form, available from the school office or Busways office, must be completed and returned to school for verification. Once forms are processed by the school and the bus company, a pass will be issued.
- Children are not allowed to catch the bus for free, until their formal bus pass arrives. This will be sent to the home address, normally within two weeks of submitting a Bus Application form.
- To be eligible for free bus travel, **PRIMARY** children must reside more than 1.6 kilometres radius from the school or are required to walk more than 2.3 kilometers because of the nature of the street system or the terrain.
- **FEE FOR REPLACEMENT PASS:** *Contact Busways for a current price.*
- At the commencement of each school year, students who have previously travelled on the bus will be issued with a new annual bus pass with the exception of students progressing from Year 2 to Year 3 who need to reapply by completing a new form. These will not necessarily be ready for the commencement of the school term, however, students will be entitled to travel by bus until their new passes are issued. Students moving from Year 6 to Year 7, also need to apply for a new pass.
- **AFTER BUS PASSES HAVE BEEN ISSUED THEY MUST BE SHOWN TO THE BUS DRIVER EVERY TIME THEY BOARD THE BUS.**
- **NEW APPLICATIONS FOR FREE TRAVEL** are only required to be completed **when: a student is new to the school; a child moves to the Primary Grades from the Infants; changes his/her address; or when family circumstances change** - **NOT** when the child has lost his/her bus pass. **NB: DUAL CUSTODY** - both parties need to apply including Statutory Declaration / Custody Court Order, then if either party's details change eg: change of address etc, then **both parties have to reapply**. These forms are available from the school office. Completed forms are to be returned to the school office and we will then forward the necessary section to the bus company. You need to contact the bus company to arrange times, bus stops, and which bus eg: Bus '68', Bus '14', etc.
- Bus passes are only for use **from home address to school** and vice versa. Deviations from this course require a parental permission letter, together with payment of a fare. (Refer to Busways for the current cost).

IF YOUR CHILD GETS ON THE WRONG BUS, tell him/her to go to the driver. The driver will deliver all the other students on the bus and then either bring your child home or take him/her back to the bus depot. The procedure to follow from home, if this occurs, is for the parent to phone the school and **stay at home** in case the child is delivered to your residence - the child will not want to come home to an empty house. The school then contacts the bus company, enabling all parties to be well informed. The bus driver is in phone contact with the depot which is very helpful in situations such as these.

IF YOUR CHILD MISSES THE BUS tell him/her to come to the office and see the Office staff.

NEW INFANT CHILDREN CATCHING BUSES: Each child will need to wear a label stating **NAME OF BUS AND THE CHILD'S ADDRESS,** (Not the child's name). When your Infants' child is catching the bus for the first time from school to home, please notify the class teacher.

MISCONDUCT ON BUSES: Busways has the right to withdraw a child's bus pass for misbehavior and report to the School Principal. A conference will then be held with the Principal and Parents. The pass will be reinstated following parental assurance that the misconduct will not continue.

ARRIVING AT/LEAVING SCHOOL

Students being collected by parents/carers in the afternoon need to wait in school grounds either under the shelter area; or in the car park pick-up area adjacent to the Kindergarten rooms.

- **PARENTS:** Please do not come to the classroom door to collect your child/ren after school. Please wait under the **shelter area**.
- **CAR PARK PICK-UP:** Parents must sign up and acknowledge the rules and regulations associated with the afternoon pick-up zone. Forms and further information is available from the office.
- **CROSSING BORONIA STREET:** Is a dangerous step for your child, both before and after school. Parents/Carers are requested to **cross the road and meet your child on the school side**.
- **SIGN-IN and SIGN-OUT BOOK:** Accountability requires that any child leaving or returning to school during the day must be signed out and back in by the accompanying adult. The appropriate book to accommodate this is held in the school office.
- **LATE ARRIVALS:** Children arriving late at school after the morning bell will need to be signed in at the office by their parent/carer. A late slip will be issued to the child to take to their teacher.

BIKE RIDERS

- On arrival at school, students are to walk their bikes to the bike rack at the designated area. When leaving, students are to wheel their bikes to the front gate, where they will be escorted from the school grounds and on to the road by the appointed teacher.
- For safety reasons, all students must walk their bikes into and out of the school grounds.
- Students are to wear their helmets at all times when riding their bikes.

MOBILE PHONES

The use of mobile phones is not permitted at St Agnes' and the school will not take responsibility for phones brought to school. Any communication to the students is required to be made through the school office on **6583 7433**.

Improper use of mobile phones or electronic devices will result in disciplinary action as outlined in the Positive Management for Positive Learning Policy. Refer to our Electronic Devices for Students Policy for detailed information regarding mobile phones.

INTERRUPTIONS TO TEACHING TIME

Please avoid conferring with the teachers during teaching time 8:55am to 3:10pm or interrupting the class, as valuable teaching time is lost. From time to time you may need to speak with your child's teacher about a specific issue related to your child's learning; we encourage you to make an appointment with them to ensure an appropriate time is made available. You can do this by phoning the office or sending a note to the teacher.

ST. AGNES' PRIMARY SCHOOL



Dear Parents / Carers

CAR PARK PICK-UP ZONE

The after school student pick up service was initiated last year and has proved to be a worthy procedure. If you would like to participate - the process is as follows:

- Turn left into the car park;
- Show the sign (with your family name) to a staff member who will relay information to staff and children waiting outside the Kindergarten rooms;
- You will be directed to drive into the pickup-up area where staff will load your children into the car;
- Children will buckle their seatbelts and you will drive off and turn left out of the car park.
- We ask that you not arrive too early (before 3.10pm) and form a queue, as this restricts the access to the Maintenance and Joprim facilities.

To enable your participation in the program; it will be necessary to submit the tear off slip below.

We ask that you pay attention and acknowledge the particulars listed below:

PICK UP ZONE – RULES AND REGULATIONS:

- This is not an express pick-up – it may take a little time;
- The pick-up will be from 3.15pm - 3.30pm;
- There is no right hand turn in or out of the car park between 2.30pm – 3.30pm
- I will display a laminated sign, that the school provides (with Child's Surname) in my car;
- Staff will load my children into the car and I will not leave my vehicle;
- If my children are not ready I will have to move on and find a car park; (outside of the carpark)
- I may not queue into Boronia Street – as this will disrupt buses;
- My children will be responsible for buckling their own seatbelt. I will not leave until my children are safely buckled in. *(if your child cannot do this; perhaps the pick-up zone is not the best option for your family)*
- There will be no parent parking (in the car park) between 2.30pm & 3.30pm; and
- If my children are not collected by 3.30pm they will be waiting at the Front Office.

Regards,

PAT MCLOUGHLIN
Principal

**PLEASE COMPLETE THIS TEAR-OFF SECTION IF YOU WISH TO UTILISE THE PROGRAM
AND RETURN TO THE SCHOOL OFFICE**

I acknowledge the Rules and Regulations above regarding the Car Park Pick Up Zone and agree to abide by them, in order that my family participate in this program.

(Parents Name)

Signed

FAMILY NAME: _____

STUDENT'S NAME: _____



ST AGNES' PRIMARY SCHOOL
PO BOX 5221 (BORONIA ST)
PORT MACQUARIE NSW 2444

Phone: 6583 7433

Fax: 6583 5884

Email: support@lism.catholic.edu.au

Web: www.pmacalism.catholic.edu.au

13 October 2015

Car Park Pick-Up

Dear Parents/Carers

Over the past few months there have been various items in the newsletter regarding parents not following the rules and regulations for the Car Park Pick-up system. This issue has also been raised at the P&F level. At the end of last term, and the start of this term, we have had several 'near misses' for car accidents and pedestrians. It has been necessary for us to remind all parents of the original rules and regulations that they have agreed to, in order to access this service. This service is provided by staff at the school to ensure the safety of all children.

In order for staff at the school to ensure that this service is conducted safely, we will now have a staff member on the curb side who may direct you to follow the original rules and procedures. We ask that parents are respectful of this role and follow any instruction that may be given. Failure to do so, may result in this privilege being removed from your family. Safety is always our paramount concern and we ask that all families abide by the rules and regulations.

The after school student Car Park Pick-up service was first initiated in 2012 and has proved to be a worthy procedure. The process is as follows:

- Turn left into the car park (No right turn is available between 2:30pm and 3:30pm)
- Show the sign (with your family name) to a staff member who will relay information to staff and children waiting outside the Kindergarten rooms
- You will be directed to drive into the pick-up area where staff will load your children into the car
- Children will buckle their seatbelts and you will drive off and turn left out of the car park
- We ask that you not arrive too early (before 3:10pm) and form a queue, as this restricts the access to the Maintenance and Joprim facilities

Car Park Pick Up – Rules and Regulations:

- I **will not queue in Boronia Street** – as this will disrupt buses;
- This is not an express pick-up – it may take a little time
- The car park pick-up will be from 3:15pm - 3:30pm
- There is no right hand turn in or out of the car park between 2:30pm – 3:30pm
- I will display a laminated sign, that the school provides (with Child's Surname) in my car
- Staff will load my children into the car and I will not leave my vehicle
- If my children are not ready, I will have to move on and find a car park (outside of the car park)
- My children will be responsible for buckling their own seatbelt. I will not leave until my children are safely buckled in. *(If your child cannot do this; perhaps the car park pick-up zone is not the best option for your family).*
- There will be no parent parking (in the car park) between 2:30pm & 3:30pm; and
- If my children are not collected by 3:30pm they will be waiting at the Front Office.

If you have any further questions, please don't hesitate to contact me at school on (02) 6583 7433. We will also be looking at an updated system for 2016. Further information will be available at the end of the year.

Kind regards

Ginaya Yarnold
Principal



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PO BOX 5221 (BORONIA ST)
PORT MACQUARIE NSW 2444

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Car Park Pick-Up

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- Children will buckle their seatbelts and you will drive off and turn left out of the car park
- We ask that you not arrive too early (before 3:10pm) and form a queue, as this restricts the access to the Maintenance and Joprim facilities

To enable your participation in the program; it will be necessary to submit the tear off slip below. We ask that you pay attention and acknowledge the particulars listed below

Car Park Pick Up – Rules and Regulations:

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- I will display a laminated sign, that the school provides (with Child's Surname) in my car
- Staff will load my children into the car and I will not leave my vehicle
- If my children are not ready, I will have to move on and find a car park (outside of the car park)
- I may not queue into Boronia Street – as this is a fineable offence
- My children will be responsible for buckling their own seatbelt. I will not leave until my children are safely buckled in. *(If your child cannot do this; perhaps the car park pick-up zone is not the best option for your family).*
- There will be no parent parking (in the car park) between 2:30pm & 3:30pm; and
- If my children are not collected by 3:30pm they will be waiting at the Front Office.

Regards

Ginaya Yarnold
Principal

Please complete this tear-off section if you wish to utilise the program and return to the school office

I acknowledge the Rules and Regulations above regarding the Car Park Pick Up and agree to abide by them, in order that my family participate in this program. I understand that this school procedure may be withdrawn from my family if the rules and regulations are not followed.

_____ Date: _____
(Parents Name) Signed

Family Name: _____

Student Names: _____

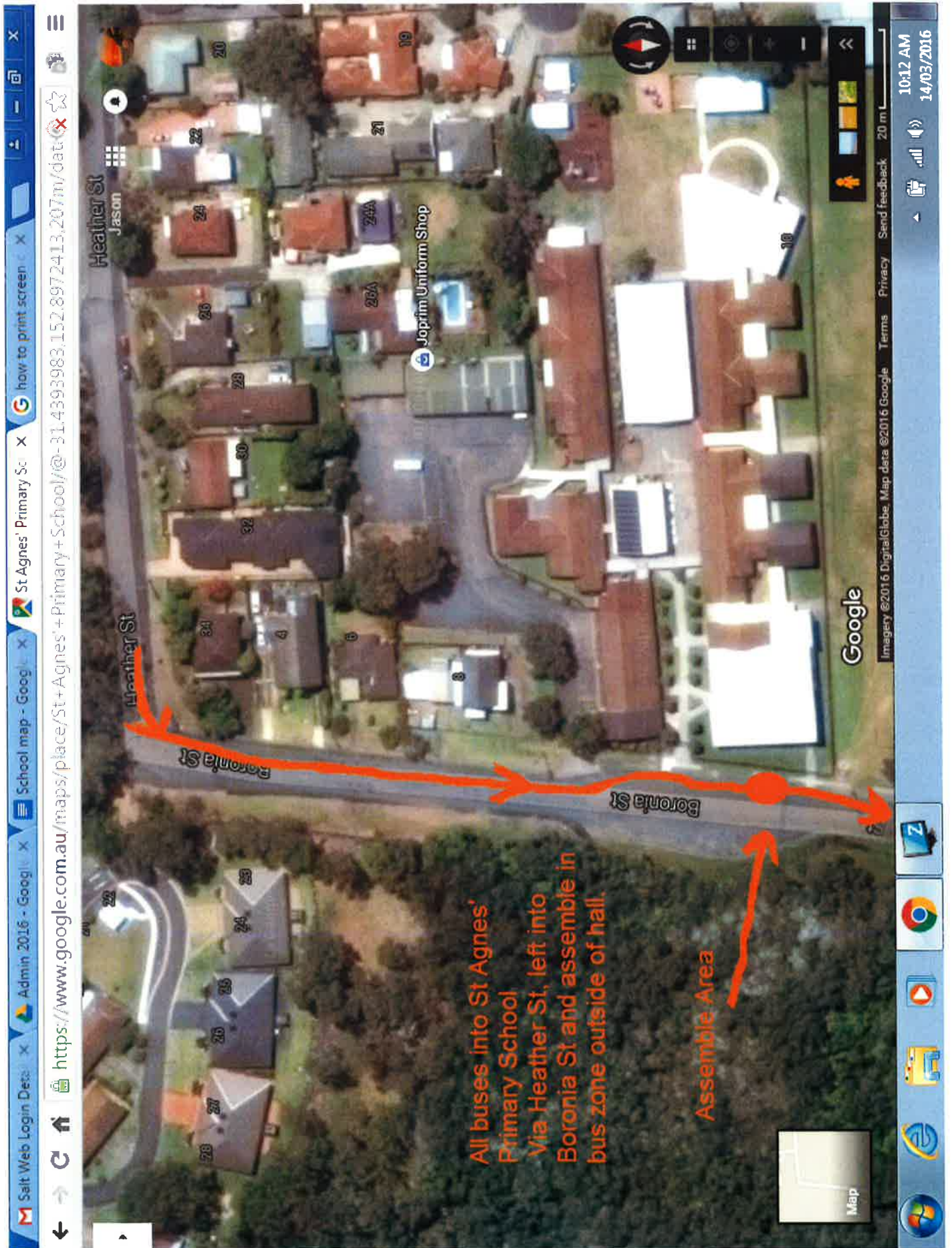
Car Park PickUp - Afternoon Staff Roles

<p>Copy of Term 1 Roster (refer Staff Duty Roster): C/Park P/U Zone: Top/carpark</p>	<p>Marshaller / walkie-talkie: CHRIS; Kinder End / walkie-talkie: JASON ; Cars: TRISH, SHARON, SUSAN ; Gate: DI NORTHEY ; CAR PARK ENTRANCE: CATH</p>
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Staff Roles

Walkie-talkie / Marshaller	<ul style="list-style-type: none"> • To call out the name of children, who are to be loaded. • To stay slightly ahead to maintain a constant flow of cars. • To help JOPRIM customers and allow them to park safely.
Walkie-talkie / Kinder End	<ul style="list-style-type: none"> • To seat children in Kindergarten shelter area in preparation for loading. • To hold walkie talkie. • To ensure children hear message from Marshall. • To instruct children to be quiet / listen to walkie talkie. • To ensure correct children are loaded into correct car.
Cars 1, 2, 3.	<ul style="list-style-type: none"> • To give drivers a visual of where to stop for children to be loaded. • Once children are loaded, they then supervise children to be loaded until cars become stationary.
Gate	<ul style="list-style-type: none"> • To supervise children to ensure children do not move out until all cars are stopped and Car Staff are loading. • The gate staff also marshalls children to the various load points 1,2.3 ready for cars to be loaded. • To ensure correct children are loaded into correct car.
CAR PARK ENTRANCE	<ul style="list-style-type: none"> • Maintaining a balance between safety of adults /children as they cross at the crossing, whilst maintaining a constant flow of traffic into carpark for children pickup. • To hold a sign indicating cars are to stop for pedestrians. • To hold a smaller sign reminding drivers to maintain left in and left out during peak times at the end of the day.

BUS ROUTE



All buses into St Agnes' Primary School
Via Heather St, left into Boronia St and assemble in bus zone outside of hall.

Assemble Area