

St Patrick's Primary School, Macksville

Road Safety Management Plan

Background:

In **2021**, St Patrick's Primary School has a student population of **277**, of which **176** students catch buses. This is **64%** of the student population. This is a high percentage of students who currently hold a bus pass in our school. St Patrick's Primary School is situated on the outskirts of Macksville, approximately 3.5km from the town centre. The school is in a subdivision, with ongoing residential development. What happens to the other students? **90** are dropped off and picked up by car. This is **32%** of the school population. **11** students ride bikes and/or walk to school each day. This represents **4%** of our students.

Families rely on siblings to look after each other on the bus and to meet up for the car trip. Some of the buses only carry 4, 5 or just under 40 students, which could be difficult for young children if the older sibling was not present on boarding. There are **19 buses** that service our families, with some having to disembark mid-journey at an interchange to catch a connecting bus before arriving at school. An average of **9 students** travel on any given bus to the school.

Placing children on buses requires trust and families rationalise the trip by ensuring an older sibling looks out for younger family members. If a decision were made to separate the siblings an increase in car pickups would occur. To ensure all students are accounted for, the school collects information on the travel method of all students. From time to time, students may travel home a different way from their usual method. Parents contact the school and these changes are recorded in the **Bus Book**. Students unaware of the changes are informed by administration staff that day.

The school appoints bus captains to monitor younger students and report back to senior leadership if there are issues or other concerns.

ST PATRICK'S PRIMARY SCHOOL, MACKSVILLE

ROAD SAFETY MANAGEMENT PLAN

MANAGEMENT ISSUE	PROCEDURES
Student Arrival and School Supervision	<p>Students alight from buses in the bus bay and proceed to their pods to drop their bags off then play on concrete areas where two staff members supervise. Supervision begins at 8.30am when the buses arrive. Children arriving earlier than this time, with approval from the Principal, sit in the COLA until the duty staff member arrives.</p> <p>The drop off and pick up zone operates in the visitor car park. Drop off area is unsupervised in the morning before school.</p>
Student Dismissal and After School Supervision	<p>Walkers/Bicycle Riders: Students line up at the Parent Pick Up line. Students see the staff member on bus bay duty to say they are walking or riding home. Students exit into Macksville Heights Drive and proceed safely to their destination. Children crossing Macksville Heights Drive are able to cross the refuge crossing (unsupervised), which is situated near St Patrick's Primary School. They can then continue on the footpath, past the staff car park entrance and via the bus bay gate into the school grounds. Students riding bicycles are to park their bicycle or scooter in the designated area near the visitor car park/Kinder Pod. Students are to walk their bicycle/scooter out of the school grounds, through the bus bay footpath and past the staff car park area.</p> <p><i>Issue requiring action:</i> Some students cross the busy Upper Warrell Creek Road. They will need educating in safe crossing of roads without an adult present. Urge parents to meet the children on the side they come to first.</p> <p>Car travellers: Parents enter the visitor car park and make their way through the area to the drop off/pick up zone. Five cars are able to access this area at any one time, whilst the remaining cars queue. All families who regularly pick children up will be provided with a Family Visor Name Label to display in their car. To help with a smoother, safer and quicker pick up, families will be expected to display their family name on the left hand visor of the car, so that the teacher on duty can easily see who is approaching the Pick-Up area, and they will have the child ready for pick up. <u>Pick up:</u> One teacher supervises in the pickup area on the synthetic turf under the shade sail area which is located next to hall. The teacher on duty will wear an orange fluorescent vest so that they are visible to all students. Students will be supervised walking to the first five cars in the pickup bay. Once the first five cars have cleared parents will move forward in the queue without overtaking other cars. Students are to enter their car from the footpath side through the Safety Door. If this is not possible, parents must assist their child into the car on the right hand side. Cars move forward in a queue as the previous cars depart. It is not expected cars will drive forward into gaps left by existing cars. Parents who have parked on the side of Macksville Heights Drive are to cross carefully with their child/ren, below the bus bay, not through the bus bay. For parents who have parked in the visitor car park, they are to walk down the footpath to the end of the pick up zone (near the access parking) and cross the road carefully.</p>

	<p>When the supervision period has ended at 3.40pm the supervising teacher escorts any remaining students to the Administration Office for collection by the parent/caregiver through the student entrance if the office door is locked. (See 2021 Traffic Procedures)</p> <ol style="list-style-type: none"> 1. Parents will be reminded through the newsletter of the danger of walking students between parked buses. 2. Pick up children will line up in the COLA. The duty teacher will lead students to the synthetic turf area. 3. Students will remain on the synthetic turf until their parents come to collect or drives into the pickup bay. They will not be permitted to run across the car park to their parent. <p><u>Wet Weather:</u> If raining, students being picked up will wait on the verandah of the hall until the parent has pulled up in the pickup zone and the teacher feels that the car has stopped and it is safe for the child/children to walk to the car.</p> <p><i>Issues requiring action:</i></p> <p>Special Events: Cars may need to park in the overflow area past the Maintenance Shed on the playing field when the school holds large events. A designated area on the playing field will be cordoned off with bunting tape to allow for overflow. Parents are to be reminded of the supervision times before and after school.</p> <p>Pick Up Area: Cars will be funnelled into the pick up area by the use of bollards. This will prevent overtaking and encourage parents to move on within two minutes. If the child is not sitting on the synthetic turf (caught up in Pod or toilet or has been let out late from class), cars will be asked to move on and either park or travel around the car park area and come back to the pick up area.</p> <p>Access: Students requiring assisted travel will be dropped off and picked up in the access bay, which is located in the visitor car park. Staff will meet the taxi service to collect students and accompany them when being picked up in the afternoon, ensuring they have been handed over to assisted travel staff safely.</p> <p><u>Visibility:</u> Staff are to wear their fluorescent vests on duty to be visible to students and parents/carers in vehicles.</p>
<p>Students Travelling Home by Bus</p>	<p>Students proceed to the COLA to wait for late arriving buses. Students line up in their bus lines. A staff member supervises the children waiting in the COLA. A second teacher supervises in the bus bay and monitors children boarding the bus. Early bus travellers (Cavanaghs, Nambucca Bus Service, Busways) wait at the gate of the bus bay for the teacher on duty and then walk behind their bus captain. If the bus is waiting and the door is open the children enter the bus. If the bus is pulling into the bus bay, all children stay seated until the bus has come to a stop, opened its doors and the teacher indicates they can follow their bus captain in a line onto the bus. All children are to wait behind the yellow lines until the bus pulls up. The bus bay supervising teacher will carry a wireless microphone and call for the next bus. Teachers on duty will wear an orange fluorescent vest so that they are visible to the children. The children waiting in the COLA will walk behind the bus captain in a line to the bus bay and then follow the instructions of the bus bay supervising teacher. (See 2021 Traffic Procedures)</p> <p><i>Issue requiring action:</i></p> <p>Late Staff Duty Person: Children must line up at the bus bay gate if the teacher on duty is running late and not enter the bus bay. If the teacher does not arrive, older students need to alert the office staff who will arrange for a replacement staff member. This will be discussed at the initial bus meeting and reminders to children throughout the year.</p> <p>Students Missing the Bus: Students are to be reminded that they need to ensure they are not late when catching buses. They are to move quickly to the COLA or bus bay. Administration Office is notified and parents or bus company are contacted.</p>

	<p>Wet Weather: In the event of severe wet weather, students are to remain in the COLA until the bus has arrived. The bus bay duty staff member will walk the children to the bus bay. Other staff members are to assist in extreme wet weather events.</p> <p>Late Bus: In the event of a bus breaking down or being late for some other reason past 3.40pm, the bus bay duty teacher is to send a student to the Administration Office to ask staff to phone the bus company.</p>
Processes to ensure that only vehicles with legitimate business at the school are allowed on to the school grounds (delivery vehicles, contractors etc.)	Access through the visitor car park.
Staff Parking	Staff have access to the staff car park, which is secured by fencing and a motorised automatic gate. All staff have a clicker or code to enter through the gate.
Curriculum Does the Road Safety Education Program address all Road Safety issues and reflect local school road safety issues?	Each Stage to address safety issues through the syllabus documents.

What needs to happen next?

This information is to be customised for insertion into an information letter to parents/carers, school handbooks given to new enrolment parents and to the Kindergarten Orientation presentation.

Audit the road safety curriculum at the school to ensure students are taught developmentally sound knowledge, understandings, skills and values to keep them safe.

The school works through the procedures as part of a School Advisory Council meeting and staff meeting, so clarification occurs.

Ensure part time staff members at the school are aware of the procedures.

Advise parents of the revised procedures in the newsletter.

Determine the key messages to be conveyed to parents who are not complying with the agreed Management Plan.

Consistent processes for all students build resilience in road safety for all students at St Patrick's Primary School.

Original Version, February 2016, Revised February 2021

St Patrick's Primary School, Macksville

2021 Traffic Procedures



Drop off/Pick up Zone:

This area is nearest the hall and Kindergarten Pod and is **ONLY** for dropping off or picking up children. If parents want to see a staff member or visit the Administration Office you are asked to park in the visitor car park.

Pick up procedures-

Pick up/Drop off area is for parents to wait 2 minutes in their vehicle for their child/ren, not for parking (At any time).

Bollards are placed on the perimeter of the pick up area to ensure there is no overtaking.

Parents are asked to display the family name on the passenger side visor and remain in the pick up area for no more than two minutes.

No child is permitted to leave the synthetic grassed area without parents collecting them or having pulled up and come to a stop in the pick up area..

If your child is not sitting on the synthetic grass, parents are asked to move on and either park or do another lap.

It is recommended that children enter a car on the left hand side. If this is not possible, parents must assist their child into the car on the right hand side.

*Supervision begins at 8.30am each morning.

Bus Bay

The bus bay area is strictly for buses **ONLY**.

Parents or caregivers are not permitted to enter the bus bay area to drop children off, pick up or park.

Parents/caregivers **are not** to walk through the bus bay area when picking children up if parking in Macksville Heights Drive.

Children catching a bus in the afternoon will be supervised by a staff member in the COLA (Covered Outdoor Learning Area) and will remain there until their bus number has been called. Children catching an early bus will line up inside the bus bay gate and wait for the duty teacher to arrive before boarding their bus.

A staff member will supervise children in the bus bay and will call for each bus (e.g. Bus 375) using a microphone which relays a message to the COLA duty teacher.

*Buses leave school at 3.10pm with the last bus leaving at 3.40pm, when supervision concludes.



