



Rationale

The purpose of the road safety guidelines is to provide a framework of common understanding for students, staff, parents/carers and the community who interact with the school in issues that relate to road safety.

Our Catholic School is founded on the person of Jesus Christ and is committed to educate in Gospel values especially in hope, love, justice and care for others in the community. We are committed to the development of the whole person and provide a basis for student centred learning which encourages students to take responsibility for their learning and to take appropriate action for their world.

The Guidelines aim to support the health and safety of our students who use the services and facilities of this school. We do this by assessing the risks in the road environment around our school, developing practical school management procedures and ensuring that curriculum pertaining to all road safety issues is taught to our students.

Environmental Statement

Sacred Heart Catholic Primary School has a student population of 340 students and is situated on corner of Pacific Highway and Bobbin Head Roads. Pacific Highway is a road with significant traffic density and Bobbin Head Road has recent development of units.

Sacred Heart Catholic Primary School and parish share the same site.

Students use a variety of modes to travel to and from the school by bus or private transport. Staff have a designated car park and parents make use of a separate car park for drop off and pick up. This car park is shared entry with the parish car park (via Bannockburn Rd)

Aim

Sacred Heart Catholic Primary School we aim to:

- provide a quality road safety education program that develops responsible road use, attitudes and behaviours.
- provide management procedures that aim to maximise student safety and the wellbeing, health, and safety of all.
- encourage the education of road safety issues in the wider school community, e.g. Parents/carers, staff and visitors.

Provision of Road Safety information to staff, parents and carers will be provided through staff meetings/memo's, school newsletters, orientation days, parent meetings and parish bulletins. Regular information will be provided about:

- modelling safe road user behaviour;
- parking vehicles safely outside the school and observing all parking signs;
- ensuring that children are protected whilst travelling to and from school;
- reinforcing the safety messages taught at school;
- identifying and reporting safety issues in and around the school; and
- contributing to solving road safety issues that are of concern to the school community.

Curriculum Statement

At *Sacred Heart* Catholic Primary School our staff will develop and implement effective, sequential road safety education programs within:

- K - 6 PDHPE programs and/or a;
- a pastoral care program or
- appropriate integrated units across KLAs.

Our programs will make use of current Ministry for Transport NSW [formerly NSW Roads and Traffic Authority (RTA)] and other suitable resources that address the following road safety issues for our students:

- passenger safety;
- pedestrian safety;
- bus safety
- safety on wheels (bicycles, scooters, roller-blades and skateboards);

School Management Procedures

The following set of guidelines addresses each aspect of road safety pertaining to the school and outlines the expected codes of behaviour and school management practices.

A. Procedures for Arrival and Dismissal

Arrival Procedures

Pedestrians (drive through) and bus travellers will use the designated route of access into the school.

Pedestrians and bus travellers are requested to walk across the front of the driveway and into the school using the marked pedestrian lane to access the school site.

Cars and buses will drop off students in the morning in the bus zone area on Bobbin Head Road. Cars should use the designated "Drive Through / "drop off" zone area and use this to allow students to be "dropped off" safely, rather than park their vehicles.

Traffic will move in a "one way" direction from Bobbin Head Road entering through the entry gates on the northern end and exit through the gates (closest to the pool) not through the school site. The Bannockburn Rd Car park (entry and exit from Richard Porter Way) is a two way car park. Parents are instructed to reverse into car park spots, get out of their car and pick their children up from 'pick up'. Children must always be accompanied by an adult in this car park.

Teachers may enter via Bobbin Head Rd Entry gate and park their vehicles in the staff car park.

Dismissal Procedures

A high standard of conduct is expected of every student whilst travelling to and from school, as each student is an ambassador of our school. If the school is notified of any breaches of conduct, then the appropriate disciplinary action will apply as per the school student behaviour management policy.

- ◆ At the completion of the school day, students will assemble in lines designated for the following:
 - Bus / Walkers
 - Drive Through
 - After School Care
 - Pick Up
 - Bannockburn Rd
- ◆ These students are supervised by staff:
 - Bus – students are walked up to Bobbin Head Road Bus stop, supervised onto the bus.

- Walkers are supervised across the driveway, then supervised whilst crossing at the lights on Pacific Highway and at the lights on Bobbin Head Road (as needed)
- Drive through: students are supervised into cars labelled with surname using Bobbin head car park one way.
- After School Care: students are walked down stairs to the ASC room
- Pick up: students are supervised whilst parents park and come to the 'pick up' collection point
- Bannockburn Rd: Students walking are supervised to cross Bannockburn Rd

One of the three teachers on Drive Though has a microphone to assist with communication to locate children who may not be in the correct dismissal area.

- ◆ Staff and parents/carers are informed of this procedure at meetings and through the school briefing notes and the school newsletter.

NOTE: Pedestrians should always have right of way in school grounds.

Wet weather procedures for arrival and dismissal

An announcement is made and parents collect their children from their classroom.

Children catching the bus are supervised to their bus stopped until all children are on their designated bus.

B. Bicycles:

The Catholic Schools Office and Ministry for Transport NSW (formerly NSW Roads and Traffic Authority) recommend that children under 10 years of age **DO NOT** ride bicycles to or from school unless accompanied by an adult. Students travelling to and from school riding a bicycle must complete a Bicycle User's Permission Note (*Appendix A*) and follow the requirements outlined below:

1. Students must correctly wear a **Standards Australia approved bicycle helmet** at all times when in control of a bicycle.
2. All RTA road rules concerning bicycles are to be followed. **Cyclists 12 years and over must not ride on the footpath** unless it is a signposted as a shared footpath, they should use the road. The bell should be used as a warning when approaching pedestrians.
3. Parents are to actively supervise your child if riding or scooting up until they at least 10 years old.
4. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided.
5. Bicycle riders are expected to use the available pedestrian entry points. These include locking their bike in the bike rack behind the canteen.
6. Children are to dismount before entering the school grounds and walk their bicycles whilst on site.
7. Bicycles and helmets are brought and stored on school grounds at the owner's risk.

8. Parents will be notified if children do not adhere to the School's Road Safety/Bicycle Guidelines. Parents will be notified if students do not adhere to the School's Bicycle Guidelines and permission will be withdrawn until the issues identified have been satisfactorily addressed.
9. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

C. Other wheeled devices:

Skateboards, scooters and rollerblades are not permitted at School under any circumstances, unless directed by the Principal.

D. Car Parking Procedures

To reduce traffic congestion and provide a safe passage of pedestrian movement the following should occur:

- ◆ Teachers should enter the school site via Bobbin Head Rd and park in the staff car park. An awareness of pedestrians is needed at all times
- ◆ Parents/carers are discouraged to use the Bobbin Head Rd car park to set down or pick up children. Students may not be dropped off in a bus bay area as this is illegal.
- ◆ Parents and staff are requested to follow all parking restriction signs, and to respect the neighbours by not blocking the driveways
- ◆ A "drop off / Drive Through" zone is allocated in the Bobbin Head Rd car park. Students should proceed via the safe route clearly identified by yellow lines (pedestrian crossing) leading towards the pathway.

Discretionary Basis

The Principal has the right of discretion to make provision for departure from the Guidelines or the application of the Guidelines in the event of unforeseen and exceptional circumstances.

Adoption date: ____/____/____

Review date: ____/____/____



Appendix A - Bicycle User's Permission Note

HOME Copy - Student Agreement:

The Catholic Schools Office and Ministry for Transport NSW (formerly NSW Roads and Traffic Authority) recommend that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult. I agree to the following conditions:

- I will obey all RTA road rules concerning bicycles. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- I understand cyclists 12 years and over must not ride on the footpath unless it is signposted as a shared footpath, they should use the road.
- I understand that it is a joint responsibility between my parents and I to keep the bike in good and safe working order and that all protective equipment as required by law is provided.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school.
- I will dismount before entering the school grounds and walk my bicycle whilst on site.
- I understand that if I bring my bicycle to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
- I will not ride my bike in the school grounds during and after hours.
- I will not lend my bike to another student when travelling to and from school.
- I will not carry any passengers on my bike.

Signed (child/student): _____ Date: _____

Signed (parent/carer): _____ Date: _____

Please keep the bicycle user's permission note and the bicycle information provided at home for ready reference.

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Appendix A - Bicycle User's Permission Note

SCHOOL Copy - Student Agreement

Note: Parents will be notified if children do not adhere to the School's Road Safety/ Bicycle Guidelines requirements. The student has agreed to the following conditions:

- I will obey all RTA road rules concerning bicycles. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- I understand cyclists 12 years and over must not ride on the footpath unless it is signposted as a shared footpath, they should use the road.
- I understand that it is a joint responsibility between my parents and I to keep the bike in good and safe working order and that all protective equipment as required by law is provided.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school.
- I will dismount before entering the school grounds and walk my bicycle whilst on site.
- I understand that if I bring my bicycle to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
- I will not ride my bike in the school grounds during and after hours.
- I will not lend my bike to another student when travelling to and from school.
- I will not carry any passengers on my bike.

I give permission for _____ (child's/student's name) to ride his/her bicycle to and from school.

Signed (parent/carer): _____ Date: _____