

DOCUMENT ID	
APPLICABLE TO	Rosary Park Catholic School, Branxton
DOCUMENT OWNER	Sallyanne Stanbridge, Principal
APPROVAL DATE	30/6/22
APPROVED BY	Rosary Park Catholic School Executive Team
LAST REVIEW DATE/S	Adjusted 27/6/22
NEXT REVIEW DATE/S	27/6/24 or as needed
RELATED DOCUMENTS	

## Traffic Management Plan

### Plan, Communicate and Enforce

At Rosary Park Catholic School, we understand that ensuring all members of the community arrive and depart Rosary Park Catholic School safely every day is paramount and is a combined accountability that includes Parents/Caregivers, Students, Staff and the broader community

Rosary Park Catholic School is in a rural setting and is separated from major roadways. Rosary Park Catholic School is located across from St Nicholas Early Education Centre but due to the start/finish times for both locations traffic is “levelled out” across morning and afternoon peak periods

It is also important to understand that in most cases, primary aged children have not developed the same level of situational awareness as adults when it comes to traffic. To ensure the safety of our Students, Rosary Park Primary School has, wherever possible, tried to eliminate or control vehicle/pedestrian interactions

Rosary Park has developed a Traffic Management Plan for the School that encompasses the following items

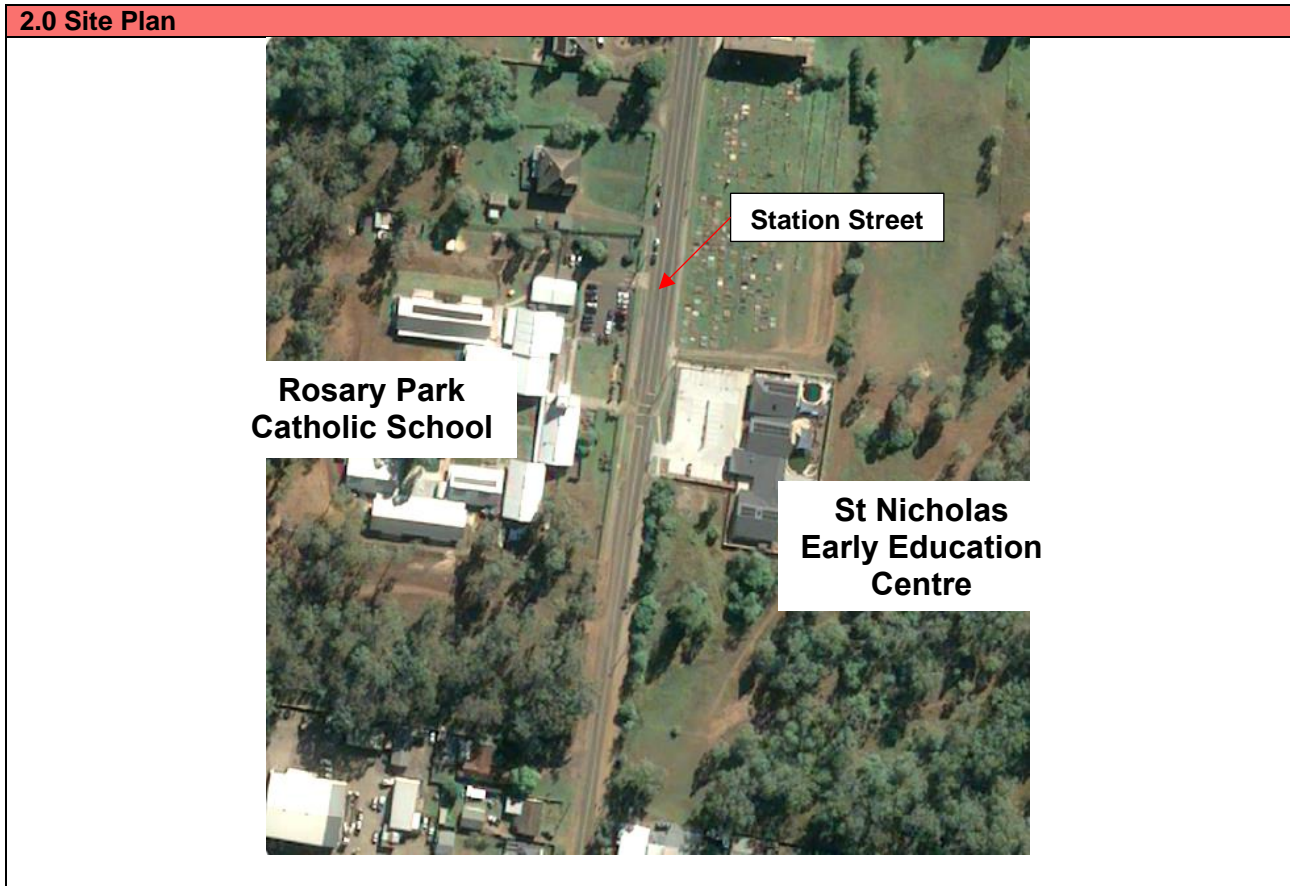
- Bus Travel
- Staff Parking
- Bike Riding
- Walking
- Meet & Greet
- Pick up & Go

The following sections will detail the requirements for each

This Traffic Management Plan is in line with Transport for NSW requirements and has had input from the following:

- NSW Police
- Cessnock City Council Road Safety Department
- Catholic Schools Office
- Safety & Wellness Team
- Parents & Friends Association

1.0 Description of the Workplace			
Site	Rosary Park Catholic School Branxton		
Address	Station Street Branxton NSW 2335		
No. of Students	318	No. of Staff	34
No. of Students with Support Needs	0	Catering for	K to Year 6
No. of Buildings	14	Hours of Operation	8.00am to 3.30pm Weekdays
Office Phone	(02) 4938 1541	Office Email	admin@branxton.catholic.edu.au
Website (if available)	www.branxton.catholic.edu.au		
OOSH Onsite (Y/N)	Y	Hours of Operation	6.30am to 8.30am and 3pm to 6pm Weekdays



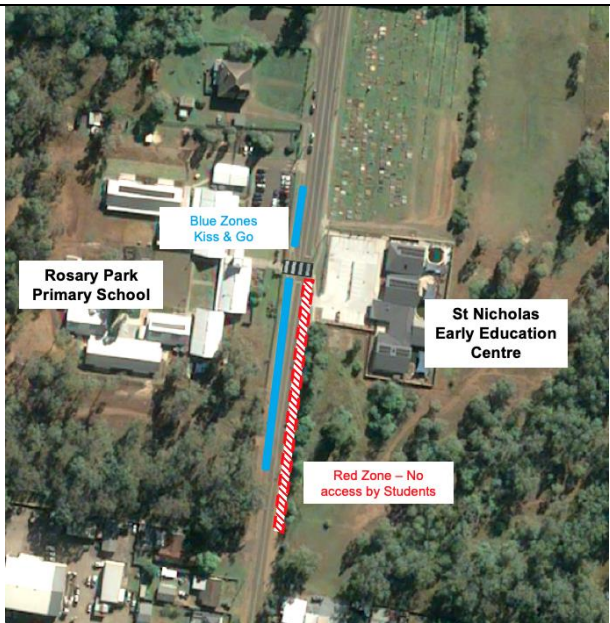
**3.0 Plans**

**3.1 Morning Kiss & Go**

During the morning drop off period (8:30am to 9:00am) a School Crossing Supervisor will manage the crossing to ensure that students cross Station Street safely at the crossing. As staff do not come onto duty until 8:30am students should not arrive at the School before this time

Parents/Caregivers are asked to obey the traffic rules regarding “U” Turns etc and street signs limiting parking times etc. The School recommends a “Kiss & Go” process where students exit the vehicle on the passenger (kerb) side only. The recommended areas for “Kiss & Go” is in the “Blue” areas on the map.

**Note:-** The area highlighted in “Red” is out of bounds for unaccompanied students due to the danger of crossing the St Nicholas Early Education Centre Driveway. If it is absolutely necessary to park in this “Red” area it is the Schools expectation that a Parent/Caregiver will accompany the Student to the School crossing to ensure their safety



The only safe place to cross Station Street is the pedestrian crossing directly in front of the School  
 Students are reminded to dismount bikes and walk across the crossing when directed to cross. The crossing is patrolled by a School Crossing Supervisor  
 The Staff Carpark is out of bounds for Students and Parents/Caregivers and must not be accessed

**3.0 Plans (con't)**

**3.2 Afternoon Bus Pickup**

At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Bus Pickup Group.

Students travelling by bus will assemble at the front of the Assembly Hall

When the buses have arrived a Staff member will escort the Students over the crossing and to their bus. This includes the OOSH Bus Lines (Tilly’s & Huntlee ELC). The Staff member will ensure all Students are on the correct bus prior to allowing the bus to depart.

The following diagram represents the path to be taken for bus travel



**3.0 Plans (con't)**

**3.3 Afternoon Bike and Walkers**

At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Bike & Walkers Group.

Students that are travelling by bike or are walking will assemble in the front of the Assembly Hall

When the Students are assembled a Staff member will escort the Students over the crossing.

The following diagram represents the path to be taken for Bike & Walkers



As per the Catholic Schools Office and Transport for NSW Government guidelines, parents must give written permission (refer to Section 10.0 of this document) for their child/ren to ride their bike or walk to/from school, with parents aware that children are under parent’s duty of care once they leave school grounds.

**Information for Parents/Caregivers and Students**

1. The School and Transport for NSW (TfNSW) recommends that children under 10yrs DO NOT ride bicycles to or from school unless accompanied by an adult
2. Children must at all times wear a Standards Australia approved bicycle helmet that is correctly fitted and fastened on the rider’s head. They should check for the AS/NZS2063 approval sticker
3. All TfNSW road rules concerning bicycles are to be followed
4. Children under 12yrs should ride away from busy roads. They may ride bikes on the footpath unless there are signs that specifically prohibit cycling. Riders must keep to the left, take responsibility for avoiding other footpath users, give way to pedestrians and ensure they DO NOT encroach on the rights of other users. At driveways where a vehicle may be entering or leaving, the rider needs to check carefully for vehicles before proceeding across the driveway. At intersections, children and adults must dismount and use safe pedestrian behaviour as they wheel the bike across the road
5. 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/Caregiver to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided. Adult assistance is

required for a child to perform a safety check every time the bike is ridden i.e. bell, brakes, reflectors, chain, tyres and pedals

6. Bicycle riders are expected to access the school through the Main Pedestrian Gate only – the Staff Carpark is Out of Bounds
7. Children are to dismount before entering the school grounds and walk their bicycles whilst on site
8. Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner
9. Bicycles and helmets are brought and stored on school grounds at the owner’s risk
10. Parent/Caregivers will be notified if children do not adhere to the School’s Bicycle Policy. Parent/Caregivers will be notified if students do not adhere to the School’s Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed
11. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

**Note:** Skateboards, scooters and rollerblades are not permitted at the school under any circumstances, unless directed by Staff. If Staff do allow it riders should wear an approved helmet and protective gear such as knee and elbow pads

**3.0 Plans (con’t)**

**3.4 Afternoon Meet & Greet**

At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Meet & Greet Group.

Students using the Meet & Greet process will assemble in the front of the Assembly Hall

Staff will ensure that the Staff Carpark is barricaded with “Witches Hats” so it cannot be accessed or egressed

When the Students are assembled, a Staff member will escort the Students to the Meet & Greet area

The following diagram represents the path to be taken for Meet & Greet Students



**Information for Parents/Caregivers**

Parents/Caregivers are to park their car on School side of Station Street (opposite St Brigid’s Church). If you are choosing to park in the spare block, **please park rear to fence**. Parents stand on the far side of the staff car park driveway (behind the yellow line). They assemble to collect their child from the Staff member.

These Students will be walked to their families immediately after the 3pm bell. Any Student whose Parent/Caregiver is not there to pick up their child from the Staff Member at this time, will be walked back to School to join the “Pick up & Go” group of Students. Parents/Caregivers will then need to join the “Pick up & Go” line. As you can appreciate, we cannot wait here for parents with a child/ren. Our aim is to move children off site as safely and efficiently as possible.

This is the ONLY AREA for families to walk to meet their children. Parents are asked not to park across the road from the School or in St Nicholas Early Education Centre car park. We will not cross children over the crossing to meet parents. If parents must park opposite the school for a specific reason, they will need to cross over to the “Meet & Greet” area to collect their child and walk them back to their car. Once again this is to minimise children crossing the road and interacting with cars and buses.

Meet & Greet will not operate in wet weather. Parents/Caregivers will be notified via Compass to inform them of the cancellation of this duty on a given day. Meet & Greet Parents/Caregivers will join the “Pick up & Go” queue on these days. As you can appreciate on wet days, we need to minimise the time exposed to the weather for children, Parents/Caregivers and Staff.

**3.0 Plans (con’t)**

**3.5 Afternoon Pick up & Go**

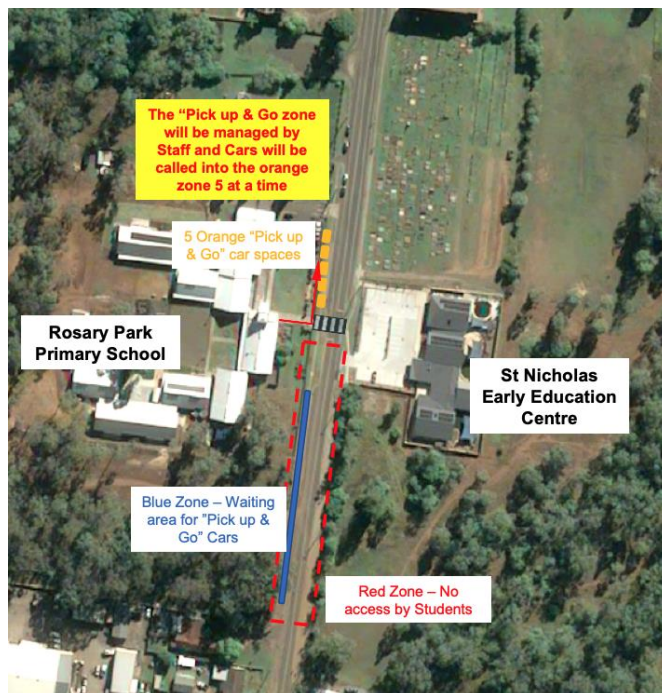
At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Pick up & Go Group

Students using the Pick up & Go will assemble in the front of the Assembly Hall – siblings will be assembled together to facilitate the efficient transfer into vehicles

Staff will be positioned south of the pedestrian crossing and be equipped with a communication device to relay the order in which Students need to be presented to the five (5) Pick up & Go spaces north of the pedestrian crossing. Additional Staff will be in this location to assist Student getting into the vehicles

When the Students are assembled, a Staff member will escort the Students to the Pick up & Go area in the order of arrival

The following diagram represents the path to be taken for Pick up & Go Students



**Information for Parents/Caregivers****Information for Parents/Caregivers**

This is our preferred method of pick up and we appreciate Parents/Caregivers choosing this option to minimise adults on site as well children and adults interacting with traffic.

Parents/Caregivers must display their surname on their vehicle's sunshade (NOT dash) so it is easily seen. Name tags are available upon request from the school office.

Vehicles queue from ten (10) minute zone to the southern side of the pedestrian crossing (right of the school). They are to wait there until directed by a Staff member (5 cars at a time) to move into the pick-up zone. Staff member will call the family name and students are placed in the vehicle

– **Note** – A Staff member will place your child/ren in the vehicle on the kerb side (NOT roadside). Parents/Caregivers are to REMAIN IN THEIR VEHICLE. Whilst a Staff member can assist a child with their belt it is appreciated that to ensure the swift and smooth running of this procedure, children are able to do this themselves.

- As car pulls up, staff member opens door and asks driver if car is in park or neutral and the handbrake is on.
- All communication is to be with the driver, NOT an adult passenger.
- Staff member guides child/ren into the car.
- Once the child is secured in the seat, step away and close the door.
- Do not reach into window to assist children, assistance must happen through an open door.
- Staff member must not step back to the car without asking the driver again if the car is in park or neutral and handbrake is on

All five (5) cars leave this zone at THE SAME TIME before the next five cars are directed to the pick- up area.

If your family name starts with A-L please arrive at school at 3pm, M-Z names arrive at 3:10 pm. This will alternate each term to ensure fairness.

To ensure the smooth running of this procedure, do not arrive before your allocated time. We will have families at the start of the alphabet ready first. If you arrive too early, you will be asked to drive around the block, this will keep traffic flowing, also it causes too much confusion trying to locate children who are waiting inside the school.

Please understand that in wet weather this car pick- up procedure will take longer as we need to keep the Students under the COLA to remain dry. On these days, if you are in the second pick up group, please delay your arrival to school until 3:20pm.

Please be patient and aware that Staff members remain on duty until 3:30pm so delaying your arrival to school helps to ensure the smooth flow of traffic.

**3.0 Plans (con't)****3.5 Afternoon Home Pick up Arrangements**

Parents/Caregivers are to contact the school BEFORE 2:15 PM if there is an urgent change to their child's pick-up arrangements. After this time, it is too difficult for us to relay a message to a child as they are already moving to their afternoon lines. These changes should only be in the event of an emergency.

Similarly, if you need to pick up your child for a (one off) appointment you will need to attend the office before 2:15pm to do this. Parents/Caregivers are asked not to remove their child from school early consistently. Appointments (e.g. dentist) as well as outside school activities (such as swimming lessons) are expected to occur out of school hours or in school holidays. The Education Act clearly states that children are to remain at School for the duration of the School day and the Principal has responsibility to ensure this occurs. If for some reason then you need to remove your child early on a consistent basis, please write a letter to the Principal explaining the educational reasons for this and seeking permission for this to occur.

#### 4.0 General Safety

1. The School Staff Car Park is off limits to the general public, Students and Parents/Caregivers. All vehicle movements in or out of the School Staff Car Park during the afternoon departure period from 3:00pm to 3:20pm is prohibited. "Witches Hats" will be placed to prevent access or egress
2. All Staff members on afternoon duty will wear "Hi Visibility" Vests
3. Relevant Staff will utilise communication devices to ensure the efficient operation of these procedures
4. Parents/Caregivers are reminded of the 40kmph speed limits in place for School Zones

#### 5.0 Permission Notes

Parents/Caregivers are asked to complete the accompanying form about their child's afternoon pick up arrangements on each day of the school week

Parents/Caregivers will also need to complete a permission form if your child walks/rides to/from school at any time

#### 6.0 Site Emergency Contact(s)

Contact	Position/Role	Phone (BH)	Mobile
Sallyanne Stanbridge	Principal	(02) 4938 1541	0410 487 331
Louise Kevin	Assistant Principal	(02) 4938 1541	
Jane Johansen Kim O'Rourke	School Officers (Clerical)	(02) 4938 1541	

#### 7.0 Emergency Contacts/Resources

Agency Service	Emergency Situation	Phone Number
Fire, Police, Ambulance	Emergency	000
Catholic Schools Office	Assistant Director	0407 700 673
Catholic Diocese	Safety & Wellness Business Partner	0472 500 799

#### 8.0 Additional Emergency Contacts:

Name	Number
<b>Emergency Services- KEY CONTACT</b>	<b>000</b>
John Hunter Hospital	(02) 4921 3000
Poisons Information Centre	13 11 26
Bus Companies	Grace Coaches – (02) 4930 6058 or Hunter Valley Coaches - (02) 4935 7200
St Nicholas Early Education Centre - Branxton	(02) 4979 1110
Parish Priest – Fr Thomas Chirackal	(02) 5507 4048
Assistant Director – Chris Quinn	0407 700 673
Head of Safety & Wellness Team – Peter Roberts	0477 016 701
Office of Safeguarding	(02) 4979 1390
Access EAP	1800 613 155

#### 9.0 Further Education



1. Parents/Caregivers will be informed via Compass, newsletters, handbooks, and orientation activities and parent take-home notes of the importance of:
  - 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;
  - supervising the travel of young students;
  - identifying and reporting safety issues in and around the school; and
  - contributing to solving road safety issues that are of concern to the school and community
2. The School will consult with the NSW Police Force and the Cessnock City Council on this Traffic Management Plan and other initiatives to further the education of our Students. The School will also make use of the Transport for NSW (TfNSW) Safety Town and Move Ahead with Street Sense materials that specifically addresses:
  - passenger safety;
  - bus safety
  - safety on wheels (bicycles, scooters, rollerblades and skateboards)

**10.0 Permission Slips**

Permission to either walk or ride to and from school is to be authorized by the Parents/Caregiver (please complete the following)

1. I authorise my child to

- Walk unaccompanied
- Ride a bicycle unaccompanied (see bicycle rules below)

**For Bicycle Riding - Parent/Caregiver Permission Note**

I give permission for \_\_\_\_\_ (child's/student's name) to ride his/her bicycle to and from school in 20\_\_\_\_\_

- I have read and understand the bicycle information provided in this Traffic Management Plan
- I have read and explained the bicycle information provided in this Traffic Management Plan
- I have reviewed the "[A guide to bicycle maintenance: Eight Point Safety Check](#)" to check my child's bicycle for roadworthiness and understand that it is my responsibility to keep the bike well maintained with all component parts working correctly
- My child will correctly wear a Standards Australia approved helmet when riding a bicycle to and from school
- I understand that bicycles are brought to school at the owner's and user's risk

<b>Signed (Parent/Caregiver):</b>	<b>Relationship to child/student:</b>	<b>Date:</b>
-----------------------------------	---------------------------------------	--------------

**Bicycle User Commitment**

- I have read and understand the bicycle information provided in this Traffic Management Plan
- My Parent/Caregiver has read and understood the bicycle information provided in this Traffic Management Plan
- I understand that it is a joint responsibility between my Parents/Caregivers and I to keep the bike well maintained with all component parts working correctly
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school
- I understand that I bring my bicycle to school at my own risk and will secure it with a lock and chain in the bike rack
- I will not lend my bike to another student when travelling to and from school
- I will not carry any passengers on my bike

<b>Signed (Child/Student):</b>	<b>Signed (Parent/Caregiver):</b>	<b>Date:</b>
--------------------------------	-----------------------------------	--------------