

Maria Regina Catholic Primary School

Road Safety Guidelines



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

Maria Regina Catholic Primary School has a student population of 115 and is situated on Central Road, Avalon. Central Road is usually a low traffic area, however during school drop off and pick up times, the area can become quite congested. There is also an Ambulance Station opposite the school, located on Central Road, which contributes to traffic flow. At the corner of Central Road and Barrenjoey Road, there are traffic lights that are used by students when crossing Central Road or Barrenjoey Road on their way to and from school.

Students use a variety of modes to travel to and from school. This includes by bus or private transport although the number of walkers, bike riders and scooter riders is increasing. There is limited public council parking at the front of the school. If this parking area is at capacity, parents can use the front of the Parish Church, located 80m from the school on Central Road. The front of the Parish Church has a pedestrian crossing that is used by parents and students to cross Central Road and walk to school.

Aim

At Maria Regina 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, school excursion and incursions promoting road and bike safety, 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 Maria Regina 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 NSW Roads and Maritime Services [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 and bus travellers will use the designated routes of access into the school (i.e. the driveway and main stairs). Pedestrians and bus travellers are requested to use the set of traffic lights on the corner of Barrenjoey Road and Central Road to access the school, or use the marked pedestrian crossing located outside the parish church.

The designated 'Kiss& Drop' zone has single entry and exit points for extra safety. Students then use the marked pedestrian crossing at the front of the parish church to cross the road and use the pathway to walk safely to school.

Teachers may park their vehicles in the publicly allocated council car park at the front on the school along Central Road or park in the Parish Church 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. At the conclusion of the day, between the first and second end of school bells, a designated staff member directs the students to 'be in the right place and the right time', and follow school expectations. 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 who travel home by bus will assemble in the school grounds in the following groupings:
- Buses L90 and 192 (north to Palm Beach and south to Newport) and walkers/scooters/bike riders – Line up in front of the statue of Mary, located at the top of the driveway (the driveway is not in use at this time). The teacher on duty leads these students down the driveway on the second bell, opens the locked gate and proceeds out of the school grounds. The students travelling south, led by the teacher on duty, cross Barrenjoey Road at the traffic lights, after the students travelling north to Palm Beach cross at the same set of traffic lights. These students are to wait at the bus shelter on Barrenjoey Road. The teacher, who is to have a mobile phone with them, stays on duty until all students, travelling in both directions, have entered their allocated bus.

- Bilgola Bus –Students are to line up at the bottom of the Library stairs and when the second bell rings, the teacher on this duty will lead these students to the Bus Stop on Central Road, which is located 20m from the front gate of the school. The teacher on the duty remains with these students in the designated alcove on the side of Central Road until the students have entered the allocated bus.
- Students are supervised by staff at the following points:

Point 1 – Undercroft in front of the canteen (afternoon Kiss & Drop)

Point 2 – The silver seats in the bottom playground (students being picked up)

Point 3 – At the bottom of the Library stairs (Bilgola Bus travellers)

Point 4 – The statue of Mary at the top of the driveway (north and south bus travellers, walkers, scooter and bike riders)

An effective communication system is in operation between the 4 points listed above. Students should leave the school grounds after the second end of school bell has sounded and are always accompanied by a teacher on duty.

φ Staff (on a roster basis), are responsible for locking the driveway gate (Central Road) at the completion of their duty.

NOTE: Pedestrians should always have right of way in school grounds and an announcement by School Administration always alerts staff and students if there is a vehicle on school grounds.

Wet weather procedures for arrival and dismissal

The same procedures apply for students travelling by bus, those being picked up, walkers, and scooter and bike riders during wet weather. During extreme wet weather and storms, students using Kiss & Drop will assemble in the school hall until their parent/carer has arrived to pick them up. A staff member on duty will go out the pathway in front of the school and alert other staff members (at least two), who are with the students in the school hall, if their parent/carer has arrived. The staff member on the pathway will then walk that student out to their car.

The Catholic Schools Office and NSW Roads and Maritime Services (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 wheeled recreation device (bike, scooter) must complete a Bicycle User's Permission Note 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 and wheeled recreation device.
2. All RTA road rules concerning bicycles are to be followed. **Cyclists 12 years and over must not ride**
3. **on the footpath** unless it is signposted as a shared footpath, they should use the road. The bell should be used as a warning when approaching pedestrians.
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: the school driveway and the front school gates.
6. Children are to dismount before entering the school grounds and walk their bicycles whilst on site.
7. Bicycles are to be stored in the bike rack provided.
8. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
9. 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.
10. 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 to be ridden 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 park in the allocated council public parking spaces available on Central Road. If this at capacity, teachers use the Parish car park.
- Parents/carers are to use either the parking spaces available at the front of the school to drop their child/ren off or they are to use the allocated 'Kiss & Drop' parking at the front of the parish church, 80m from the school grounds. Parents/carers are discouraged from using the 'No Stopping' and 'No Standing' Zones as this is illegal and dangerous for children crossing Central Road. Students may not be dropped off in a bus bay area as this is also illegal.
- Parents and staff are requested to follow all parking restriction signs, and to respect the neighbours by not blocking any driveways.

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: 30/11/14

Review date: 30/11/17

Appendix A – Bicycle/Wheeled Device User’s Permission Note



The Catholic Schools Office and NSW Roads and Maritime Services (formerly NSW Roads and Traffic Authority) recommend that children under 10 years of age DO NOT ride bicycles or wheeled recreation devices (scooter, skateboard, rollerblades) to or from school unless accompanied by an adult. I agree to the following conditions:

- I will obey all RTA road rules concerning bicycles and wheeled recreation devices. 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 or wheeled device 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 or wheeled device to and from school.
- I will dismount before entering the school grounds and walk my bicycle or wheeled device whilst on site.
- I understand that if I bring my bicycle or wheeled device 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 or wheeled device in the school grounds during and after hours.
- I will not lend my bike or wheeled device to another student when travelling to and from school.
- I will not carry any passengers on my bike or wheeled device.

Signed (child/student): _____ Date: _____

Signed (parent/carer): _____ Date: _____

Please keep the bicycle user’s permission note and the information provided at home for ready reference
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Appendix A – Bicycle/Wheeled Device 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 and wheeled recreation devices. 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 or wheeled device 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 or wheeled device to and from school.
- I will dismount before entering the school grounds and walk my bicycle or wheeled device whilst on site.
- I understand that if I bring my bicycle or wheeled device 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 or wheeled device in the school grounds during and after hours.
- I will not lend my bike or wheeled device to another student when travelling to and from school.
- I will not carry any passengers on my bike or wheeled device.

I give permission for _____ (*child’s/student’s name*)
to ride his/her bicycle or wheeled device to and from school.

Signed (parent/carer): _____ Date: _____

PLEASE RETURN TO THE BICYCLE PERMISSION FORM TO THE SCHOOL OFFICE