



St Anthony's Catholic Primary School Clovelly

TRAFFIC MANAGEMENT PLAN

Review Date: 26.02.23, 23.02.24, 06.09.23, 05.03.2025

Version No: 3

1. Hours of supervision at school

- Supervision commences each **morning at 8:30 am** on the possum playground. This supervision continues until 8:55 am when school commences. There is no teacher on duty outside the school gates.
- After-school supervision **commences at 3:15 pm and concludes at 3:30 pm.**

2. Morning routine for traffic management

- A School Crossing Supervisor employed by Transport for NSW supervises the zebra crossing on Arden Street from 8:00 am - 9:30 am. The Principal or Assistant Principal opens the front school gate at 7:45 am for students to access the site and wait before the slope gate is opened at 8:25 am. Supervision commences at 8:30 am on the possum playground. The grotto playground is not a drop-off or pick-up point unless the students enter before/after school care.
- Kiss and Drop Car Zone 8:00 - 9:30 am on Arden Street is a zone where parents and carers are to drop their child/ren within a 2 minute period.

3. Routine for traffic management on the school site during a school day

- In the unlikely event that a car needs to enter the school grounds during school time, the driver reports to the school office. Office staff will open the front gates and accompany the car whilst the car is moving to ensure that no child walks near the area in which the car is driving. The car is to travel at a speed no greater than 5km/hour. Once the car is parked the front gates are to be locked. The same procedure applies when the car leaves the school site.

4. After-school routine for children walking home from the school grounds with or without adult supervision.

- Children who are collected from the possum playground by a guardian are dismissed from the possum playground. The remaining children proceed to the Arden St exit.
- Children who walk home with or without a guardian and need to cross Arden St must cross at the zebra crossing area between the school and church driveways. This crossing is marked by the "children crossing" flags and is supervised by a School Crossing Supervisor wearing a high visibility vest and holding a STOP sign children are crossing.
- Children waiting in the car pick zone against the wall standing with their siblings will be supervised by staff members wearing a high visibility vest.
- Some parents complete a school mobile phone agreement so that their child can contact them after school.
- Staff **DO NOT** wave the cars forward.

5. After-school routine for children being collected from the drive-by pick-up zone or catching a bus.

- After dismissal from the classrooms, the children walk down the slope area with a teacher who is wearing a high visibility vest to the driveway area inside the gates on Arden St and then stand with their siblings. There are up to 2 teachers on duty in the drive-by pickup zone of an afternoon.
- In the event of wet weather, the eldest child is to go to the youngest sibling in their families classroom as their parent will collect their child/ren from the youngest siblings classroom.
- Parents or guardians using the drive by pickup to collect a student are to have the family surname displayed inside the windscreen. Up to 4 cars can fit into the pickup zone at any given time.



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- On the complete stop of the vehicle, the teacher notifies the student(s) to proceed to their collection vehicle.
- The student/ staff may open the rear door closest to the kerb, footpath or gutter and away from the road. Then closes the door.
- The driver of the vehicle takes responsibility for the child wearing their restraint before driving away.
- The teacher watches that the student has entered the vehicle and that there is room for another car in the stopping zone before the next vehicle approaches the car pick-up zone
- Any child not collected by 3:30 pm is brought up to the school office to wait for collection or sent to after-school care if availability is open.
- Any casual teachers (who may be trained once they have read this document) on-site must assist with the drive-by pickup of students in the afternoon.
- **Students MUST NOT go to the boot to put bags/bulky items. These must be retrieved by the driver.**

6. Training of teachers in applying the traffic management plan.

- Training will be provided for all staff at the initial Staff Development Day each year and at a staff briefing should any changes be made to the plan during the year.
- A new teacher employed during the year will be trained as part of their induction to the school and site by their mentor/leadership member.

7. Familiarising casual staff with the plan.

- New casual staff will be trained as part of their induction to the school and site by the Assistant Principal.
- Any changes to the plan will be communicated to existing casuals by the Assistant Principal when they next work at the school.
- Note that no more than one casual teacher is to be on the afternoon pick-up duty. They will only be on duty with an existing staff member and a leadership member.

8. Action in the case of an emergency.

- In the event of an emergency, the school's Critical Incident Management Plan is to be followed.
- In an emergency, supervising teachers should contact **000 and the School Principal** or the school office [96657399].