

Our Lady Help of Christians
Catholic Primary School
Epping



Road Safety and Management Plan

Celebrating our faith

Challenging students to achieve

Educating students to be life-long learners

Reaching out to others in justice and love

INTRODUCTION

Our Lady Help of Christians Catholic Primary School, Epping is a one streamed K-6 co-educational school located in the North Shore cluster of Catholic schools in the Diocese of Broken Bay, Sydney. The school is a mixed community with approximately 33% of students from Language Backgrounds other than English. (LBOTE)

The purpose of this policy is to provide an understanding of the policy and procedures for student safety when travelling to and from school.

RATIONALE

At Our Lady Help of Christians Catholic Primary School we believe that a road safety policy provides a framework of common understanding for students, staff, parents/carers and the community who interact with the school to provide a safe environment.

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.

The main intention of this policy is to ensure the health, safety and welfare 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 that pertains to all road safety issues is taught to our students.

ENVIRONMENTAL STATEMENT

Our school is situated in the heart of Epping with regular traffic flow, rail commuters and pedestrians making use of the local business area. The school has pedestrian crossings and lights available on Oxford Street. The school has its own Kiss and Ride No Parking zone and Bus stop on Cambridge Street.

AIMS

At Our Lady Help of Christians Catholic Primary School we aim to provide a quality road safety education program (K-6) that develops attitudes, behaviours and values promoting responsible road use.

At Our Lady Help of Christians Catholic Primary School we aim to have procedures and practices in place that maximise the safety of students when they arrive at school and when they leave school.

CURRICULUM STATEMENT

At Our Lady Help of Christians Catholic Primary School our staff will develop and implement effective, sequential road safety education programs within the K-6 PDHPE key learning area. Our programs will make use of the NSW Roads and Traffic Authority (RTA) Move Ahead with Street Sense materials and address the following road safety issues for our students:

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

School Management Procedures

At Our Lady Help of Christians Catholic Primary School the staff will maximise the safety of students by providing supervision before and after school, communicate safe practice to students and parents. Members of the community, at OLHC Catholic Primary School will be informed via 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
- contribute to solving road safety issues that are of concern to the school and community.

GENERAL INFORMATION Student Arrival and Departure

ARRIVAL

- Supervision is provided from 8.25 am each morning
- Upon arrival, students go straight to lower playground and place their bags in allocated spots
- No student should be in classrooms before the school day begins (8.45am)
- LATE COMERS – Should a student arrive after assembly (ie classes have begun) parents are to register at the office and complete a late note. The Office Staff will contact the classroom teacher then send the child to class with the note for the class teacher's records. Parents will need to sign their child's late note at the office. If this is not completed the child's partial absence will be marked as an unexplained absence

DEPARTURE

- Teachers are to dismiss class at 3.00pm – children are to be packed up and ready for dismissal before 3.00pm to ensure children are punctual for buses and car pool
- If a child needs to be collected before dismissal (3.00pm), parents are to come to office where the secretary will contact class teacher and the child will be sent to the office / admin

NB – parents are to inform class teachers / school office if there are changes to regular arrival / departure procedures for students. Students are not to change their arrangements without discussing with parents and class teacher.

Discretionary basis

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

EVALUATION

This policy will be reviewed annually with staff and communicated regularly to the community through newsletters.

KISS AND RIDE POLICY

CAR POOL

- Parents pick their children up from Cambridge Street in the designated Kiss and Ride Zone.
- The Kiss and Ride Zone is clearly signposted and is a No Parking Zone and drivers are asked to stay in their car.
- Drivers are asked not to stop in the bus zone or across driveways.
- Parents are given a Poster with the family name marked on it. This is to be displayed in the front windscreen so teachers can call children by name. Children will be called when their car has stopped safely against the curb. For reasons of safety, no children will be allowed to enter any car that is double parked.
- Parents are asked to remain in their cars and move into available spaces. Drivers are not to overtake or jump the queue.
- The children are to sit in the alcove in front of the school's main entrance and wait for their parents.
- The teacher on duty is to supervise the children until 3.20pm. Any children remaining after this time will be supervised in the school Admin building.
- Parents are asked to avoid unnecessary congestion by staggering their arrival time (between 3.00pm – 3.20pm)
- If parents choose to park and walk into the school to collect their children, they are asked to meet their children at the amphitheatre area. This is to ensure the children are not waiting outside school grounds unsupervised.
- Students K-6 participate in PDHPE curriculum which covers safe passenger behaviour. Students are encouraged to follow these procedures at all times.



BUS TRAVEL POLICY

Buses

- Children can obtain bus passes application forms from the school office.
- The buses drop the children off in the morning at the bus stop outside the school on Cambridge Street
- Similarly in the afternoon, children will be supervised by a teacher from 3.00pm at the Cambridge Street Bus Zone. Children are to be seated on the footpath (not obstructing pedestrian access) until the buses arrive.
- Children are to follow the Transport Code of Conduct. Incidents where the code is not adhered to will be reported to the school and families will be informed.
- Students are to get on and off the bus at designated stops (ie at school and closest stop to home)
- The PDHPE Curriculum covers safe travel on buses. Children will be taught correct and safe behaviour for bus travel.

SCHOOL TRANSPORT CODE OF CONDUCT

To ensure the safety and comfort of students (and other passengers) students travelling to and from school by public transport will:

- behave safely at all times
- respect the needs and comfort of other passengers
- respect property by not marking or damaging it
- show their travel pass or ticket when requested
- always follow instructions about safety
- not distract the driver / operator
- not eat or drink in prohibited areas
- not allow any part of their body to protrude from the bus / train / ferry
- not fight, spit, use offensive language or place feet on the seats
- not throw any article inside or out of the bus / train / ferry
- not alter, deface, misuse or fraudulently obtain a travel pass
- not give, lend or transfer their travel pass to another person

WALKERS POLICY

- School curriculum K-6 covers safety procedures for pedestrians. Children are encouraged to adhere to these procedures at all times.
- It is recommended that students younger than 10 be accompanied by an adult when walking to and from school.
- Students who walk to and from school will be encouraged to do so following a regular route as set out by their parents.
- Students are asked to leave the school grounds after being dismissed (3.00pm)
- Students may make use of the Cambridge Street or Oxford Street exits.
- Parents who choose to walk with their children are asked to meet their children at the amphitheatre area at dismissal time. This is to ensure that students are not waiting outside school grounds unsupervised.

BICYCLE POLICY

- The Catholic Education Office and 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.
- The Catholic Education Office and NSW Roads and Traffic Authority recommend that children of Primary School Age cycle safely off-road.
- All RTA road rules concerning bicycles are to be followed. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- Cyclists must dismount and walk beside their bicycle when crossing at pedestrian crossings and lights.
- Children must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.
- 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.
- Bicycle riders are expected to use the available pedestrian entry points. These include the crossing lights on Oxford Street and pedestrian crossings on Cambridge and Pembroke Streets.
- Children are to dismount before entering the school grounds and walk their bicycles whilst on site.
- Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.
- Bicycles and helmets are brought and stored on school grounds at the owner's risk.
- Parents 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.
- 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 Our Lady Help of Christians Catholic School under any circumstances, unless directed by teachers.

Students and parents will receive a copy of bicycle policy. Both student and parent need to sign permission forms before the student is allowed to ride to school.

Appendix

- ***Bicycle User's Permission Form***
- ***Parental Permission form***
- ***Guide to Bicycle Maintenance for Parents***

Bicycle User's Permission Note

Student name: _____

Class: _____

Date of birth: _____

Age: _____

- I have read and understand the bicycle information provided (*Our Lady Help of Christians School Bicycle Policy and A Road Safety Notice for Scooters, Bicycles and Skateboards*)
 - My parent/carer has read and understood the bicycle information provided (*Our Lady Help of Christians School Bicycle Policy and A Road Safety Notice for Scooters, Bicycles and Skateboards*)
 - I understand that it is a joint responsibility between my parents 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
- I understand that I need to ride accompanied by an adult until I am 10 years old**

Signed (child/student): _____

Signed (parent/carer): _____

Date: _____

Please keep the *Our Lady Help of Christians School Bicycle Policy and A Road Safety Notice for Scooters, Bicycles and Skateboards* at home for reference.

This permission slip will be kept on file for the year.

Bicycle User's Parental Permission Form

Student name: _____

Class: _____

Date of birth: _____

Age: _____

I give permission for _____ (child's/student's name) to ride his/her bicycle to and from school in 2005.

- I have read and understand the bicycle information provided (*Our Lady Help of Christians School Bicycle Policy and A Road Safety Notice for Scooters, Bicycles and Skateboards*)
 - I have read and explained the bicycle information provided to my child (*Our Lady Help of Christians School Bicycle Policy and A Road Safety Notice for Scooters, Bicycles and Skateboards*)
 - I have reviewed the Guide to Bicycle Maintenance 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.
- I understand that it is my responsibility to ensure my child (under 10) is accompanied by an adult when riding to and from school.**

Signed: _____

Relationship to child/student: _____

Date: _____

Please return this bicycle permission note to the Principal. This form will be kept on file for the year.

Guide to Bicycle Maintenance for Parents

A Guide to Bicycle Maintenance: Seven Point Safety Check

Feature	What are you checking for?	How does this bicycle rate?
Tyres	<ul style="list-style-type: none"> • Firm tyres • Tread not worn and no canvas Showing • No bulges or cuts 	1 2 3 4 5
Bell	<ul style="list-style-type: none"> • Rings clearly and loudly 	1 2 3 4 5
Pedal	<ul style="list-style-type: none"> • Rotates freely when spun • Rubber not showing signs of wear 	1 2 3 4 5
Lights and reflectors	<ul style="list-style-type: none"> • Secure, clean and shine brightly 	1 2 3 4 5
Brakes	<ul style="list-style-type: none"> • Blocks not worn down when brakes applied • Bike wheel does not rotate when brakes are applied 	1 2 3 4 5
Chain	<ul style="list-style-type: none"> • Does not move more than 2.5cm when lifted • Is well oiled 	1 2 3 4 5
Size of bike (see information below)	<ul style="list-style-type: none"> • Correct size for rider 	1 2 3 4 5

What is the right size of bicycle?

The right size of bicycle:

- Has controls within reach
- Is comfortable for the rider
- Has a level seat
- The rider's feet should just touch the ground when the rider is sitting on the seat
- Handlebars should allow for the arms to be slightly bent as the body leans slightly forward

The bicycle is the right size if the rider can straddle the crossbar with both feet on the ground otherwise the bicycle is too big, and therefore, unsafe. There should be about 3cm between the bicycle and the rider's crutch for a medium or lightweight bicycle. For a BMX or mountain bike there should be a 10cm gap. If there is not a crossbar, make the test from where the crossbar would be.

My child and I have completed the bicycle maintenance check and consider it to be road worthy.

Signed (child): _____

Signed (parent/carer): _____ Date: _____

Adapted from NSW Department of Education and Training

**This list is illustrative only. Other checks may be necessary*

