



## School Safety, Pick-Up, Drop-Off and Gate Closure Information

Monday, November 20, 2017.

Dear Parents and Caregivers,

As you are probably aware, this year we have been closing all school gates at 9am to ensure student safety. To further improve the safety of our students, the following change is taking place as of this Wednesday, November 22.

### Changes to School Gates and School Entry Access:

***From this Wednesday, all gates will be closed and most gates will be locked at all times, as follows:***

- **The Administration Office gate (on Randolph Street) will be closed from 9am to 3pm. It will be closed but not locked, until the buzz-in system is installed. We are still waiting for the contractors to complete the installation.**
- **The Staff Car Park will be accessed ONLY by staff and will be locked from 8.30am – 3pm.**
- **The Main Street gate (next to the Staff Car Park) will be locked at all times and only used by staff and for emergency access/evacuation purposes.**
- **The Henwood Street gate (off the oval) will be locked at all times and only used for emergency access/evacuation purposes.**
- **The Randolph Street gate beside the canteen will be locked at all times and only used for emergency access/evacuation purposes, canteen deliveries, to dismiss students to buses from 3pm and for after school care access.**

As shared, we are still waiting to get an intercom for the front gate for visitors to be buzzed in. When this occurs, all gates will remain locked at all times as done in day care centres and other local schools who have fences like ours (such as the high schools), unless used for evacuation reasons. Until then, the Administration Office gate will be closed but not locked. Please ensure that you close the gate if using this entry point.

We apologise for any inconvenience this may occur as people are getting used to the new process. To support less congestion in the bus bay around drop off and pick up times, please consider:

1. Telling your child of the changes and discussing pick-up arrangements with them, if new ones are needed.
2. Parking in the car park beyond the bus bay on Randolph Street and walking on the path/across the crossing to the front Administration Gate. Please support your child by helping them cross the road as there have been some near misses of late when parents have been observed sending their children across the road between cars and buses. A duty teacher takes children across the Randolph Street (bus bay) crossing. You could arrange for your child to be walked across the road and you could meet them opposite the crossing. If so, tell your child/ren to line up in the "walking line" of an afternoon. If you are picking up your child though, it is always better to get them to wait within school grounds at the 'pick-up' area, in case you are late.
3. Consider parking on Beach Street in the new car park. A duty teacher walks students across the Main Street crossing (with the "walking line"). Your child could be supported to cross the road safely and meet you over there. Once again, if you are picking up your child it is always better to get them to wait within school grounds at the "pick-up area", in case you are late.
4. Not using the bus bay or 5 minute parking if you are in a hurry. Last Monday morning, the teacher on duty in the bus bay saw 5 parents do a u-turn over double lines. This has been occurring on other days and some parents have also been seen pulling up on/around the crossing in no-standing areas. Please help us keep your children safe by

adhering to the law and by demonstrating safe drop-off practices. Please also remind your children NOT TO WALK OVER THE CROSSING WITHOUT STOPPING AND WAITING for cars. Whilst it is law that cars stop at school crossings, until all children are safely across the road, some cars in the morning/afternoon do not stop. We are fortunate that our local police officers do extra patrols around our school zones when we report such unsafe behaviours.

5. Reminding your child that if they are being picked up, and you are 5 minutes late, that they should not worry as you may simply be finding a parking spot. We have a teacher on duty every afternoon in the “pick-up area” under the sails in the K-2 playground who waits with children until parents arrive (and rings parents if children are not collected 10 minutes after the bell). The “pick-up area” operates daily and in the event of wet weather is still supervised in the 2S classroom. Please be aware that school finishes at 2.55pm and it is expected that children are collected from the “pick up area” by 3pm.

### **Why Are The Gate Changes Being Made?**

#### **Safety Concerns:**

- To keep our students safe.
- Students are crossing roads in inappropriate places, and not all gates are able to be supervised by staff.
- It is a slip hazard for vehicles at the back oval gate, when the grass is wet. Not accessing the back gate, will ensure students do not use it and therefore will have no chance of a car sliding into them on the hill.
- Ensuring those who access the school have permission and have signed in, or are at least seen by the teacher on duty if entering at drop-off/pick-up times.
- Ensuring students do not leave school grounds.
- Ensuring animals do not enter school grounds. We have had a few dogs enter recently. Dogs (whether strays or pets) are not permitted on school grounds, paths or near gates at any time due to local council law as well as safety reasons).
- We have children with additional needs, strict custody arrangements and a range of other legal and special family circumstances. We can better support them at drop-off/pick-up times.

#### **Teaching and Learning Needs:**

- There are no staff without duties that can close the gates and/or open them after 9am. Teachers who open the gates/close them have been asked to do so repeatedly on some days (ie at 9am, then 9.05am, then again at 9.10 or 9.15am) at the expense of teaching their students. Teaching and learning time will not be interrupted with the new gate changes.

Please note, the safety and education of your child/ren will remain our first priority. These changes were shared at last Monday's P&C Meeting. They will be in place from this Wednesday. If you have any questions about the above changes, please contact the school Administration Office on (02) 64951266 to arrange a time to meet/talk with me.

Regards,



Michelle Hulme  
Principal