



St Joseph's 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

St Joseph's Catholic Primary School is a single stream school and is situated on the block between Lagoon Street and Ocean Street, Narrabeen. Lagoon St has significant traffic density due to the location of the Woolworth's loading dock, the shopping centre nearby and the lack of appropriate parking areas close to the school. A pedestrian crossing is situated directly in front of the school on Lagoon Street. A separate entrance is also available for the use of staff, students and parents through Ocean Street, to the rear of the school grounds. Ocean Street also experiences significant traffic density due to a lack of parking spaces to accommodate high density housing and Narrabeen Beach, which are in close proximity. There is a safety island in the centre of the road directly outside the Ocean Street entrance to the school.

Students use a variety of modes to travel to and from the school. Students travel by bus, private transport, bicycle, scooter and by foot. Both staff and parents are unable to park on site.

Aim

At St Joseph's 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/memos, the school website, school newsletters, orientation days, 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;
- using the kiss & drop / kiss & ride in Lagoon Street safely and according to NSW Road Rules;
- 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 St Joseph's 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 [Transport for NSW – Roads and Maritime](#) 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 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.

Procedures for Arrival and Dismissal

Arrival Procedures

Pedestrians and bus travellers will use the designated route of access into the school. Pedestrians and bus travellers are requested to use the front gate on Lagoon St and follow the path leading students into the school site.

Buses will drop off students in the morning in the bus zone area. **Cars** should use the marked "drop off" zone area and use this to allow students to be "dropped off" safely, rather than park their vehicles

Buses will enter Lagoon Street from Wellington Street. They will then pull up at the designated bus-stop outside the Church. **Buses** will drop off students in the morning in the bus zone area.

Teachers can park in any area around the school being aware of the time restrictions in some areas.

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. 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, kiss & ride or walking will assemble under the shade cloth at the appropriate marked zone. The teacher on duty will escort the students to bus (Parish hall verandah); walking (across the pedestrian crossing) and kiss & ride (to the electronic gate).
- Parents picking up children from the playground should park appropriately, enter the school and wait in the basketball court area.
- Parents should refer to www.transportnsw.info to locate the correct bus for your child

An effective communication system is in operation between the 3 points listed above. Students should leave:

- Point 1 - Only under the direction of the supervising teacher in charge of Kiss and Ride.
- Point 2 – Only when instructed to do so after the appropriate bus has arrived for a group.
- Point 3 – Only when instructed by the teacher in charge of walking and riding.

No cars are permitted in the playground unless through prior arrangement with the school. The electronic gate is locked after Kiss & Ride by staff.

Wet weather procedures for arrival and dismissal

A wet weather procedure for school arrival is no different to the normal procedure. For dismissal, children are dismissed from classrooms and move to the areas noted above.

Bicycles and Scooters

Catholic Schools Broken Bay and [Transport for NSW – Roads and Maritime](#) recommend that children under 10 years of age DO NOT ride bicycles or scooters to or from school unless accompanied by an adult. Students travelling to and from school riding a bicycle or scooter must complete a Bicycle User's Permission Note (*Appendix A*) 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 or scooter.
2. All RMS road rules concerning bicycles and scooters are to be followed. **Cyclists up to 16 years of age can ride on the footpath** unless it is a signposted as a shared footpath, they should use the road. The bell should be used as a warning when approaching pedestrians.
3. Bicycles and scooters 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 or scooter is in good and safe working order and that all protective equipment as required by law is provided.
4. Bicycle and scooter riders are expected to use the available pedestrian entry points.
5. Children are to dismount before entering the school grounds and walk their bicycle or scooter whilst on site.
6. Bicycles and scooters are to be stored in the bike rack provided. Bicycles and scooters must be locked with a chain and padlock supplied by the bicycle or scooter owner.
7. Bicycles, scooters and helmets are brought and stored on school grounds at the owner's risk.
8. Parents will be notified if children do not adhere to the School's Road Safety/Bicycle Guidelines and parents will be notified if students do not adhere to the School's Bicycle Guidelines. Permission will be withdrawn until the issues identified have been satisfactorily addressed.
9. No riding of bicycles, scooters or skateboards is permitted in school grounds during and after hours.

Other wheeled devices

No riding of skateboards is permitted on the school grounds.

Car Parking Procedures

To reduce traffic congestion and provide a safe passage of pedestrian movement the following should occur:

1. Parents and staff are requested to follow all parking restriction signs, and to respect the neighbours by not blocking the driveways
2. A "Kiss and Ride" zone is clearly marked on Lagoon St near the corner of Wellington St on the eastern side of the street. Students should proceed into the school via the single gate near the Church Hall.

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: March 2023

Review date: March 2028

Appendix A – Bicycle/Scooter User’s Permission Note

HOME COPY - STUDENT AGREEMENT



The Catholic Schools Broken Bay and Ministry for Transport NSW (formerly NSW Roads and Traffic Authority) recommend that children under 10 years of age DO NOT ride bicycles/scooters to or from school unless accompanied by an adult. I agree to the following conditions:

- I will obey all RTA road rules concerning bicycles/scooters. 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 bicycle/scooter 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 to and from school.
- I will dismount before entering the school grounds and walk my bicycle whilst on site.
- I understand that if I bring my bicycle to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles/scooters and helmets are brought and stored on school grounds at the owner’s risk.
- I will not ride my bicycle/scooter in the school grounds during and after hours.
- I will not lend my bicycle/scooter to another student when travelling to and from school.
- I will not carry any passengers on my bicycle/scooter.

Signed (child/student): _____ Date: _____

Signed (parent/carer): _____ Date: _____

Please keep the bicycle user’s permission note and the bicycle information provided at home for ready reference.

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Appendix A – Bicycle/Scooter 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/scooters. 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 bicycle/scooter 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 to and from school.
- I will dismount before entering the school grounds and walk my bicycle whilst on site.
- I understand that if I bring my bicycle to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles/scooters and helmets are brought and stored on school grounds at the owner’s risk.
- I will not ride my bicycle/scooter in the school grounds during and after hours.
- I will not lend my bicycle/scooter to another student when travelling to and from school.
- I will not carry any passengers on my bicycle/scooter.

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

Signed (parent/carer): _____ Date: _____

PLEASE RETURN TO THE BICYCLE/SCOOTER PERMISSION FORM TO THE SCHOOL OFFICE