



## ST EMILIE'S PRIMARY SCHOOL ARRIVAL & DEPARTURE OF STUDENTS POLICY

### Rationale

This policy has been established to ensure that St Emilie's Primary School provides a safe environment for children and families when arriving and departing the school grounds.

### Principles

1. Parents play an essential role in ensuring students arrive at, and depart from our school safely.
2. Staff owe a reasonable duty of care to all students before and after school.
3. School start and finish times are clearly communicated to all families and these are expected to be respected and strictly adhered to by each family.
4. The school does not accept responsibility for students arriving or remaining on the school premises outside of the published school start and finish times. A duty teacher is stationed in the undercover area from 8.20am- 8.30am each morning as children arrive at school, and rostered staff are on duty from 3.00pm - 3.20pm each afternoon. Outside of school hours, students must be accompanied by an adult in order to be allowed on school grounds.
5. OSHCLUB is our school's onsite, 'Before and After School' Care Service Provider, which operates Monday to Friday each school term from 7am to 6pm. This service is available to any family who requires child minding for students from Kindy to Year 6, before and/or after school, outside the start and finish times: <https://www.oshclub.com.au>
6. St Emilie's promotes the benefits of walking and cycling to school. A form is to be completed and delivered to the School Office when a child is a regular walker or cyclist (see Appendix 3). It is a parent's responsibility to ensure their child is accompanied if 10 years or younger, and has a safe route to follow. Bike helmets must be worn when cycling, or using a scooter. Parents are also to ensure that a student's arrival time adheres to school policy. Once inside the school grounds, students are to walk their bike or scooter along the pathway directly to the bike rack and then to the designated assembly point.
7. St Emilie's values the positive relationship it has fostered with neighbours and expects all parents to be respectful of them by the choices they make, driving into, out of, and around our school, including the parking options that are undertaken.

## Organisation

### School Times

#### Kindergarten

- Kindergarten children attend St Emilie's 3 days per week. Either Monday, Wednesday and Thursday or Tuesday, Wednesday and Friday.
- Children are to be delivered to the classroom by their parent, guardian or designated adult **from 8.30am** (and before 8.40am) and collected by **2.45pm**.

#### Pre-Primary to Year 6

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|----------|--|
| 8.30 am  | Children delivered to school   |
| 8.40 am  | Classes commence   |
| 10.30 am | Morning recess   |
| 10.50 am | Classes resume   |
| 12.30 pm | Lunch  |
| 1.10 pm  | Classes resume   |
| 3.00 pm  | PP children to be collected by a parent.<br>Year 1 – 6 children brought to drive through area by teacher.<br>Children being collected at the back gate assemble with the duty teacher, in the undercover assembly area and proceed to the back gate. |

#### Leaving School Early

A child will only be permitted to leave the school with a parent, guardian or authorised nominee, who must sign in and sign out at the School Office.

#### Kindergarten and Pre Primary

- In accordance with the Education Act 1999, children in Kindergarten and Pre Primary are to be delivered and collected from their classroom by the parent/guardian or other designated adult, as communicated from the parent to the classroom teacher.
- The Parent/Guardian (or designated adult) who is dropping a child to the classroom, or collecting a child from a classroom, are to park in one of the available car park bays that is situated closest and parallel to Amherst Road, then walk into the school **via the main crosswalk** and wait for classroom opening time.
- In the morning – classroom doors open at 8.30am. Kindy and PP children **must be accompanied by an adult** to the classroom door and collected from the classroom door.
- Kindy and Pre-Primary parents (and any other parents who park in the front carpark to collect their children from the classroom), are to return to their cars as soon as possible, so as to free up pathways for children using the drive-through, as well as for the staff who are assisting them.
- Cars parked in the car bays closest to Amherst Road and in the Church carpark, are to exit via the motorised, black sliding gate, situated near the Church (see light orange arrows on map Appendix 1).

- All other cars are to exit via the Anchorage Loop double gates (see red arrows on map Appendix 1).

### **Council Regulations**

- Parents are advised that they must cooperate with the Gosnells Council parking regulations at all times. Drivers not adhering to parking signs are liable to be fined by Council rangers.

### **Drive-Through System** - Please refer to map Appendix 1.

St Emillie's has established a drive-through system to facilitate a safe and efficient means of delivering and collecting children by car without the need to park.

- A **one-way system** around the school block has been designed for both morning drop off and afternoon pickup, to ensure traffic movement is predictable, safe and efficient.
- All cars must enter via the **Amherst Road roundabout** entrance.
- Cars are **not** permitted to enter via the black, motorised Church gates on the western end at either drop off or pick up time.
- Upon entry, if the chain is up cars are expected to turn right into the Amherst Rd carpark and travel in a loop, out through the black motorised sliding gate and back onto Amherst Road ready to join
- As per the map, if you are parking in the carpark that runs alongside Amherst Road or if you are parked in the Church carpark, you are to exit via the motorised, black sliding gate near the Church (see light orange arrows).
- If you are part of the drive through, you are only permitted to exit via the double gates near the hall onto the Philadelphia Parade exit.

### **Informing Grandparents/Relatives/Friends Collecting Your Child**

It is really important that EVERY FAMILY cooperates with the drive through system -

- to ensure student safety
- to increase reliability
- to decrease frustration
- to support staff in their efforts to create a system that works for the good of all.

Please make sure that Grandparents/Relatives/Friends are well informed of what they are to do if they are picking up or dropping off a student.

### **Family Name Cards**

- Families are required to display a Family Name Card on their left visor or on the left dashboard so that it can be easily seen by supervising staff as the car enters the carpark drive-through.
- These cards can be obtained from the School Office upon request.

### **No Overtaking**

- Overtaking in the drive-through is extremely dangerous and not permitted. Cars are to proceed in arrival order, and wait patiently for the cars in front to move off.

### **Cross at the Crosswalk**

- Whether morning, afternoon or during the day, parents must use the crosswalk outside the Admin Area when proceeding to and from a parked car.
- It is important to note that staff who are manning the crosswalk in the afternoon will give cars filling the available drive-through spaces priority over pedestrians, so that the drive through system runs smoothly and to get as many cars, as quickly as possible, off Amherst Road.
- Patience, a spirit of goodwill and courtesy are expected by all drivers at all times.

### **Taking Shortcuts during Drop off and Pick up times**

Cars are **not** permitted to enter the school via the Church gates and turn left into the carpark area - this goes against the designated flow of traffic and is **a serious safety issue**. If you see a car doing this, please take their number plate and let the School Office know so that we can contact the person involved.

### **Playground Equipment**

- No student or their younger sibling/s, nor any child on the school grounds before or after school, is permitted to play on any playground equipment, **with or without** parent supervision.

### **Back Gate Procedure**

- At 2.50pm the back gate is unlocked.
- Parents are not permitted by Council bylaws to park on the footpath at the back of the school (along Anchorage Loop) as footpaths must remain clear for the safety of pedestrians.
- The back gate area is **not a drop off area**.
- Before school, parents are not permitted to drop their child at the back gate and leave, until their child has entered the school grounds and made their way to the assembly point. Kindy and PP students must be escorted to their classroom.
- After school a duty teacher will escort students to the back gate area and release students to parents as they arrive. At 3.20pm the back gate is locked.

### **Before/After School Extra Curricular Activities**

The supervision of a child prior to any before or after school activity is the responsibility of the individual parent.

### **Music Lessons**

Students are to go home after school as per normal and then return with the parent for their scheduled lesson.

Students who have a lesson immediately after school are to go directly to the location. If there is any 'wait' time prior to their lesson, children are to wait in the School Office.

### **Play for Life**

Parents are to deliver their child to the session, unless a prior arrangement has been made with the coach eg OSH Club to deliver them.

Parents are required to collect their child, from the coach, promptly at the conclusion of the session.

### **Tennis**

Students are to be delivered directly to the tennis court area by the parent. Students to be accompanied by coaches to assembly area no earlier than 8.30am.

### **Dance Troupe**

The teacher responsible for Dance Troupe will advertise session days and times.

Students will go directly to the teacher after school for afternoon tea and then proceed to the hall with teacher. Parents are required to collect students, from the hall, on time.

### **Cross Country Training**

The PE teacher will advertise training days and times. Parents are not to leave the child until the teacher is present to take responsibility of him/her.

### **Football/Netball/Basketball Training - External Clubs**

Community Club training occurs after school on designated days.

Parents are responsible for dropping students at the agreed time and not leaving until the coach has arrived.

The coach is not to leave until each child has been collected by a parent or designated adult. Parents are required to collect their child on time.

No children, including siblings, are to wander around the school, or play on playground equipment at any time.

## Appendices

1. Bike/Scooter to and from School Form
2. Walking to and from School Form
3. Map of St Emilie's Drive-through
4. Map of Back Gate

## **BICYCLE/ SCOOTER RIDERS**

If your child is riding to school, please use the following as a checklist to ensure safe practices are followed in travelling to and from St Emilie's Catholic Primary School.

1. Does your child wear a helmet?
2. Have you walked/ridden the route travelled with your child?
3. Does your child 'walk' their bicycle/scooter across roads and intersections?
4. Does your child know basic hand signals? (e.g. turning right/left/stopping)
5. Is your child's bike road safe?

Please remember, if your child is walking/riding to school, it is your decision as a parent. It is strongly recommended that no child under the age of 10 years old is to walk/ride to school unsupervised. This guideline comes from the WA Government Road Safety Commission and Kids Safe. The reason for this age is due to the child's physical developmental, peripheral vision and coordination skills. It is imperative that all students walking/riding to school obey the road rules and generally conduct themselves in a safe and respectful manner while on their way to and from school.

Students are permitted to enter from the back or front gate, however once they have entered the school premises the must walk their bicycle/ scooter to the bike rack outside year 6 using the footpaths.

Please complete the permission slip below and return to the Front Office.

Kind Regards

Tania Thuijs  
Principal

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## **BICYCLE/ SCOOTER RIDERS**

I \_\_\_\_\_ (Please Print), am aware that it is my responsibility, as a parent, to ensure safe practices are followed by my child when riding to and from St Emilie's Catholic Primary School.

I give permission for my child/children \_\_\_\_\_ (Please Print)  
\_\_\_\_\_ (Year/Class) to ride their bicycle/scooter to St Emilie's School, Canning Vale.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

151 Amherst Road

## **WALKING TO SCHOOL**

If your child walks to school, please use the following as a checklist to ensure safe practices are followed by your child/ren in travelling to and from St Emilie's Catholic Primary School.

1. Does your child know the route well?
2. Have you walked the route with your child and emphasised sticking to the agreed route?
3. Does your child know how to cross roads and intersections safely?
4. Have you considered your child's age and ability? Are they at least 10 years of age?
5. Have you explained the dangers of distractions eg using electronic devices, talking to friends, wearing headphones.

It is strongly recommended that no child under the age of 10 years old is to walk/ride to school unsupervised. This guideline comes from the WA Government Road Safety Commission and 'Kids Safe'. The reason for this age recommendation is due to the child's developmental age, peripheral vision and coordination skills.

It is imperative that all students walking/riding to school obey the road rules and generally conduct themselves in a safe and respectful manner while on their way to and from school.

Students are permitted to enter from the back or front gate if they are walking and must use the footpaths.

Please complete the permission slip below and return to the Front Office if your child regularly walks to school.

Regards  
School Leadership Team

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## **WALKING TO SCHOOL**

I \_\_\_\_\_ (Please Print), am aware that it is my responsibility as a parent, to ensure safe practices are followed by my child when walking to and from St Emilie's Catholic Primary School.

I give permission for my child/children \_\_\_\_\_ (Please Print)  
in \_\_\_\_\_(Year/Class) to walk to St Emilie's Catholic Primary School, Canning Vale.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Map of St Emilie's Drive through and Back Gate**



<https://docs.google.com/document/d/1sZjJio0BVovkJG3FPloP5-i1UnJ3bVuHVqb9JMSjx6w/edit?usp=sharing>

### **Sign for Playgrounds**

[https://drive.google.com/a/stemiliescps.wa.edu.au/file/d/0B\\_Jhr4omWgw2YVhpT0wyNW5zcUU/view?usp=sharing](https://drive.google.com/a/stemiliescps.wa.edu.au/file/d/0B_Jhr4omWgw2YVhpT0wyNW5zcUU/view?usp=sharing)