

St James' Primary School Kotara

Traffic Management Plan

October 2022

Purpose of Traffic Management Plan

This Traffic Management Plan (TMP) has been produced to assist in providing a safe environment for all stakeholders during morning and afternoon school drop off/pick up activities at St James' Primary School (School). This TMP has been prepared having regard to the need to ensure the amenity of neighbouring residents are not significantly detrimentally impacted.

The School is a primary school that accommodates over 600 children that has developed thorough road safety procedures.

This TMP provides details for the drop off and pick up procedures for the School and will be subject to ongoing monitoring and review.

Responsibility for Implementation of the Traffic Management Plan

The preparation and implementation of this TMP will be the responsibility of the principal of the School. The principal will have the following specific responsibilities:

1. oversee the review and amend of the TMP as necessary over time;
2. supervise the implementation and enforcement of the TMP;
3. ensure that the TMP is communicated to staff, parents, carers and students on a regular basis; and
4. consult with key stakeholders on a regular basis to ensure that the TMP is operating effectively and achieving the purpose of the TMP.

School Management Procedures for Drop Off and Pick Up

The School is to make sure that a copy of Enrolment Information – Arrival and Departure Sheet at Annexure A of this TMP is provided to all parents/carers at the commencement of each term and included within the beginning of term newsletters and reproduced on the School web page.

Procedures for Pedestrians

Parent/carers and family members are encouraged to walk with their child to and from the School to reduce traffic congestion around the School, to promote physical activity and to teach children about correct road use behaviours. The single point of entry into the School is

via the main pedestrian gate on Vista Parade at the Main Hall. There is pedestrian access throughout the School from the main gate.

Parents/carers, family members and students are expected to use the available pedestrian facilities around the School to cross the road. These include the flagged children's pedestrian crossing on Vista Parade which is situated south east of the main entry gate to the School.

Parents/carers, family members and students are not to walk through the Kiss and Ride Zone or through the Visitor and Staff car parking as this is not the safest entry point to the school.

Vehicle Pick Up and Drop Off – All Children

The School is located in a 40km/hr school zone where a 40km/hr speed limit applies for the hours of 8.00-9.30am and 2.30-4.00pm on school days. The speed limit is lowered to 40km/hr during these hours to increase the safety of the students arriving and departing the School. Drivers must abide by these speed regulations.

The School has established a restricted vehicle drop off and pickup procedures to increase child safety and to reduce any traffic or amenity impacts to our neighbours. Parents/carers must not park on Grayson Avenue between Casey Avenue and Bryson Avenue.

Procedures for Vehicle Drop Off

For those parents/carers that need to drive their children to the School, all children are required to be dropped off in the morning via the Kiss and Ride Zone. The Kiss and Ride Zone will be monitored by staff between 8:30-9:00am and 2:55-3:10pm each day of term.

A 20km/hr speed limit applies in the Kiss and Ride Zone.

Procedures for Vehicle Pick Up

All children are required to be picked up via the Kiss and Ride Zone. There are 14 allocated drop off spaces and all students are to exit the vehicle only at this location.

The principal must maintain and update register of children that are to be collected in the afternoon from the Kiss and Ride Zone which is to be circulated to the responsible teachers each afternoon.

The Kiss and Ride Zone will be monitored by staff between 8:30-9:00am and 2:55-3:10pm each day of term. In the afternoons, students will wait in the Shaded Play Area adjacent to

Kiss and Ride Zone to be collected and will be supervised at all times by at least two staff members.

Parents/carers must have their child's name printed and displayed on the windscreen so that staff can quickly call their child. Each parent/carer is to be provided a display by the School upon enrolment.

Picking up from the Kiss and Ride Zone is undertaken on a surname basis, A-K from 2:55pm and L-Z from 3:10pm. This will alternate each term.

Parents/carers must not park on Grayson Avenue between Casey Avenue and Bryson Avenue.

Rules for Kiss and Ride Zone

The supervising staff are to ensure that the following rules are followed:

1. A 20km/hr speed limit applies in the Kiss and Ride Zone.
2. Parents/carers are to remain in their vehicle at all times.
3. Parents/carers are to ensure that their child's bag is kept with the child and not stored in the boot of the vehicle.
4. Parents/carers are to depart promptly after dropping or collecting their child to ease congestion which effects the smooth flow of traffic.
5. Do not park illegally;
6. Do not park for longer than 1 minute within the Kiss and Ride Zone.
7. Do not queue on the road at the entry to the Kiss and Ride Zone and impede traffic.
8. Do not overtake another vehicle in the Kiss and Ride Zone.
9. Do not double park in the Kiss and Ride Zone.
10. All children must alight on the kerb side.
11. Students are to assemble and wait at the Kiss and Ride Zone under staff supervision at all times.
12. When cars are in position supervising staff will direct students and assist in the arrival and departure of children.

Special Events

During special events 35 car parking spaces are available for use at St Phillip's Church and 70 car parking spaces are available along the western side of Princeton Avenue for use by parents/carers.

Parents/carers must not park on Grayson Avenue between Casey Avenue and Bryson Avenue.

Implementation and Enforcement

The requirements of this TMP are to be notified each week in the weekly School newsletter.

The Principal must:

- Provide training to all staff about the requirements of this TMP at the commencement of every school term.
- Maintain and update a register of children that are to be collected in the afternoon from external zones which is to be circulated to the responsible teachers each afternoon.
- Ensure that at least 4 staff members that have received training on the requirements of this TMP supervise the Kiss and Ride Zone and enforce the requirements of this TMP between the hours of 8:30am to 9am and 2:55-3:10pm each school day. The staff members are required to wear a high visibility vest for safety and identification.
- Ensure that at least 2 staff members supervise the children awaiting to be collected in the Shaded Play Area adjacent to the Kiss and Ride Zone.

Annual Review of TMP

This TMP is to be reviewed, at a minimum, on an annual basis prior to the commencement of Term 1. If issues arise that require an amendment to this TMP prior to the annual review, then a review shall be undertaken and completed within 4 weeks from the date that the principal confirms that an out of cycle review must be undertaken.

The annual review process shall provide the opportunity for input from the Manager Regulatory, Planning & Assessment, City of Newcastle and a representative from the St James Parents and Friends Association.

Annexure A

St James' Primary School, Kotara Enrolment Information – Arrival and Departure

Safety of students as they travel to and from school each day is important. It is expected that parents/carers, grandparents and family members will support the School through role modelling safe road use behaviours.

Entering & Departing Procedures – Pedestrians

Parent/carers and family members are encouraged to walk with their child to school to reduce traffic congestion around the school, to promote physical activity and to teach children about correct road use behaviours. The single point of entry into the School is via the main pedestrian gate on Vista Parade at the Main Hall. There is pedestrian access throughout the School from the main gate.

Parents/carers, family members and students are expected to use the available pedestrian facilities around the School to cross the road. These include the flagged children's pedestrian crossing on Vista Parade which is situated south east of the main entry gate to the School.

Parents/carers, family members and students **are not** to walk through the Kiss and Ride Zone or through the Visitor and Staff car parking as this is not the safest entry point to the School.

Drop off Procedures for Vehicles

The School is located in a 40km/hr school zone where a 40km/hr speed limit applies for the hours of 8.00-9.30am and 2.30-4.00pm on school days. The speed limit is lowered to 40km/hr during these hours to increase the safety of the students arriving and departing the School. Drivers must abide by these speed regulations.

The School has established a restricted vehicle drop off procedure to increase children's safety and to reduce any traffic or amenity impacts to our neighbours.

For those parents/carers that need to drive their children to school, **all children** are required to be dropped off in the morning via the Kiss and Ride Zone. The Kiss and Ride Zone will be monitored by staff between 8:30-9:00am and 2:55-3:10pm each day of term. Parents/carers must not park on Grayson Avenue between Casey Avenue and Bryson Avenue.

Pickup Procedures for Vehicles

The School has established a restricted vehicle pick up procedure to increase children's safety and to reduce any traffic or amenity impacts to our neighbours.

For those parents/carers that need to drive their children to school, **all children** are required to be picked up via the Kiss and Ride Zone. The Kiss and Ride Zone will be monitored by staff between 8:30-9:00am and 2:55-3:10pm each day of term. Parents/carers must not park on Grayson Avenue between Casey Avenue and Bryson Avenue.

Parents/Carers must have their child's name printed and displayed on the windscreen so that staff can quickly call their child.

Picking up from the Kiss and Ride Zone is done on a surname basis- A-K from 2.55pm and L-Z from 3:10pm. This alternates each term.

Parents/carers are to depart promptly after collecting their child to ease congestion which effects the smooth flow of traffic.

If you are running later than 3:10pm please ring the School and we will make sure your child is sent to the office.

The rules for the Kiss and Ride Zone are:

- A 20km/hr speed limit applies in the Kiss and Ride Zone.
- Parents/carers are to remain in their vehicle at all times.
- Parents/carers are to ensure that their child's bag is kept with the child and not stored in the boot of the vehicle.
- Parents/carers are to depart promptly after dropping or collecting their child to ease congestion

which effects the smooth flow of traffic.

- Do not park illegally;
- Do not park for longer than 1 minute within the Kiss and Ride Zone.
- Do not queue on the road at the entry to the Kiss and Ride Zone and impede traffic.
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- Do not double park in the Kiss and Ride Zone.
- All children must alight on the kerb side.
- Students are to assemble and wait at the Kiss and Ride Zone under staff supervision at all times.
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