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APPLICABLE TO	St Michaels Primary School
DOCUMENT OWNER	Helen Bourne Principal
APPROVAL DATE	XX/XX/XX
APPROVED BY	St Michaels Primary School Executive Team
LAST REVIEW DATE/S	01/12/2022
NEXT REVIEW DATE/S	14/05/2023
RELATED DOCUMENTS	

Traffic Management Plan

Plan, Communicate and Enforce

At St Michaels Primary School, we understand that ensuring all members of the community arrive and depart St Michaels Primary School safely every day is paramount and is a combined accountability that includes Parents/Caregivers, Students, Staff and the broader community

St Michaels Primary School is a school in residential Nelson Bay. It is located beside St Michael's church on one boundary & residential homes on the other.

St Michaels has developed a Traffic Management Plan for the School that encompasses the following items

- Bus Travel
- Bike Riding
- Walking
- Meet & Greet
- Pick up & Go

This Traffic Management Plan is in line with Transport for NSW requirements and has had input from the following:

- NSW Police
- Port Stephen's Council Traffic Management Department
- Catholic Schools Office
- Safety & Wellness Team
- Parents & Friends Association

It is also supported by the Traffic Management Plan developed as part of the redevelopment of the site

Traffic and Parking Assessment
ST MICHAEL'S CATHOLIC PRIMARY SCHOOL REFURBISHMENT
AND NEW EARLY LEARNING EDUCATION CENTRE
LOT 2 IN DP 216064
12 SPROULE STREET, NELSON BAY
PREPARED FOR: CATHOLIC DIOCESE OF
MAITLAND - NEWCASTLE
APRIL 2020

The following sections will detail the requirements for each activity

Diocese of Maitland Newcastle	St Michaels Primary School – Traffic Management Plan	Revision No. 1
Issue Date: 14/05/2022	Next Review Date: 14/05/2023	HPE RM Ref: June 2022
Confidentiality Level – Open Access	Not Controlled When Printed	Page 1 of 8

1.0 Description of the Workplace			
Site	St Michaels Primary School		
Address			
No. of Students	242 (Capacity for 420)	No. of Staff	28 (Capacity for 32)
No. of Students with Support Needs	38	Catering for	K to Year 6
No. of Buildings	6	Hours of Operation	8.25am to 3.30pm Weekdays
Office Phone	(02) 49811111	Office Email	admin@nelsonbay.catholic.edu.au
Website (if available)	www.nelsonbay.catholic.edu.au		
OOSH Onsite (Y/N)	N	Hours of Operation	N/A



3.0 Plans

3.1 Morning Kiss & Go

As staff do not come onto duty until 8:25am students should not arrive at the School before this time

During the morning drop off period (8:25am to 9:00am) a School Crossing is in place but not resourced so it is critical that Parents/Students take great care in walking together to the school entry when not utilizing the below "Kiss & Go".

Parents/Caregivers are asked to obey the traffic rules regarding "U" Turns etc and street signs limiting parking times etc. The School recommends a "Kiss & Go" process where students exit the vehicle on the passenger (kerb) side only. The recommended areas for "Kiss & Go" is highlighted "Yellow" area on the map. **Note:-** This area is designated as a 5 minute "Kiss & Go" parking area

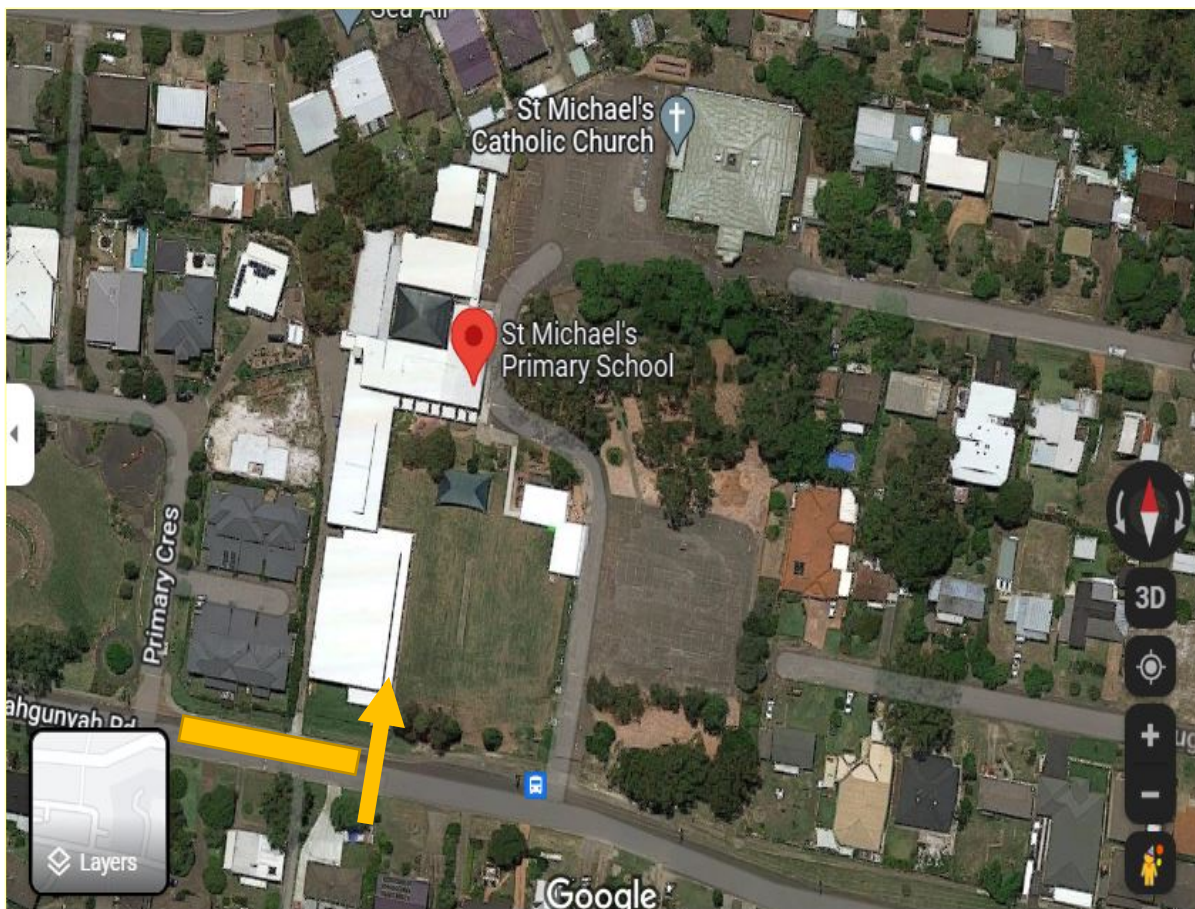
The only safe place to cross Wahgunyah Road is the pedestrian crossing as marked in the plan above. (yellow arrow)

Students are reminded to dismount bikes and walk across the crossing. The crossing is **not** patrolled by a School Crossing Supervisor

Information for Parents/Caregivers

Parents/Caregivers are to adhere to the parking rules for the "Kiss & Go" within the setdown area nominated and ensure that the time is limited to 5 minutes and the driver is to always remain within 3m of the car.

If the "Kiss & Go" spaces are full. Drivers are not to queue on Wahgunyah Road, but to use Nelson St, Tomaree St and Church Street to circle back to the school and park to the west of the School along Wahgunyah Road.



3.1 Morning Bus Dropoff

The following bus routes service the school. The buses will utilise the existing bus zone located at the front of the school along Wahgunyah Road.

Route S902 – Arrives at 8:25am

Route 130 – Arrives at 8:38am

Route S703/S704 – Arrives at 8:42am

Route S402 – Arrives at 8:45am

Route S503 – Arrives at 8:51am

3.0 Plans (con't)

3.2 Afternoon Bus Pickup

At the completion of the School Day, Students will be organised into groups ready for departure from the site underneath the hall verandah. One of these groups will be the Bus Group. There are 5 buses that service the school in the afternoon.

Route S112 – Departs at 3:01pm

Route S412 – Departs at 3:03pm

Route S512 – Departs at 3:04pm

Route S812 – Departs at 3:05pm

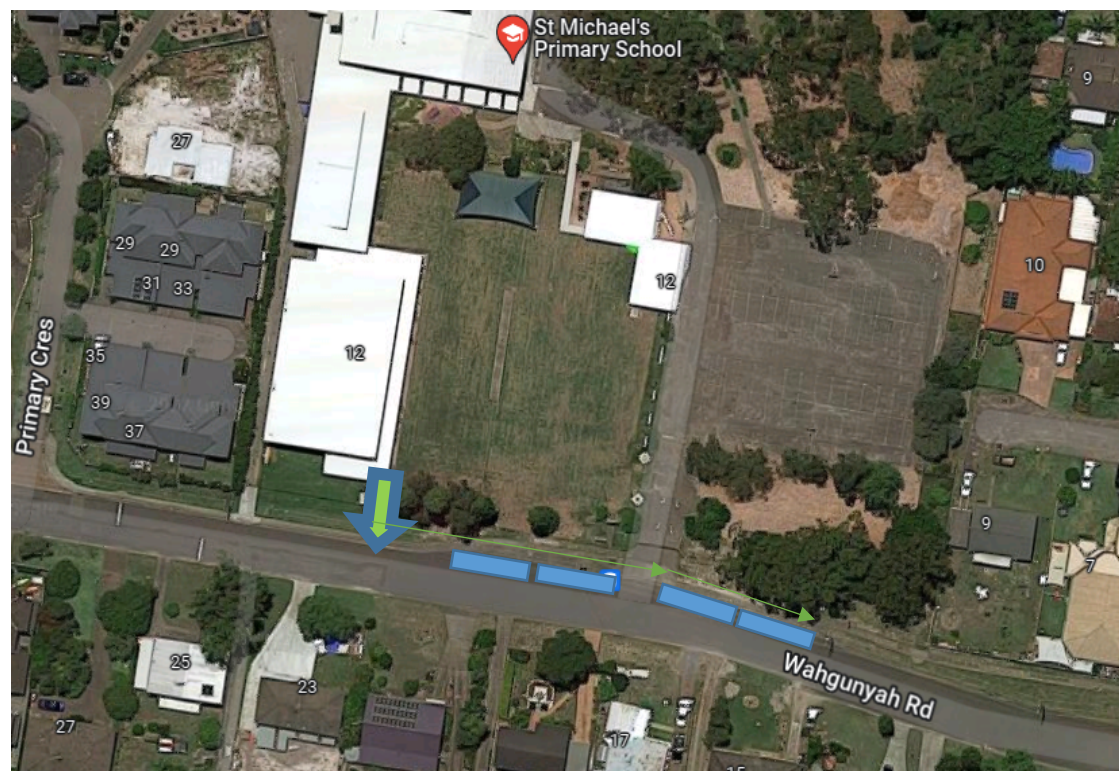
Route S413 – Departs at 3:15pm

The four (4) buses that depart prior to 3:05pm park along the school frontage within the existing bus zone. The fifth bus arrives once the previous buses have departed.

Students travelling by bus will assemble along the hall verandah followed by walkers and bikes/scooters and then car pick up.

When the buses arrive Staff members escort the Students directly to the buses. The Staff members ensure all Students are safely on the buses prior to allowing the buses to depart.

The following diagram represents the path to be taken for bus travel. (Yellow Arrow - Bus Lines Green arrow crossing)



3.0 Plans (con't)**3.3 Afternoon Bike/Scooter, Walkers and Car Pick-up Lines**

At the completion of the School Day, Students will be organised into groups ready for departure from the site – walkers, bikes/scooters and car pick up.

These groups are to be confirmed by the permission slip provided by the Parent/Caregiver (refer to point 5.0).

Students that are travelling by bike/scooter or are walking will assemble behind the bus lines on the hall verandah.

Students that are being picked-up by car are assembled into two lines for either the Wahgunyah Street crossing or the Primary Crescent crossing to Pirralea Garden Reserve.

When the Students are assembled Staff members will escort the Students over the two street crossings to where Parent/Caregiver parking is permitted along Wahgunyah Rd.

Information for Parents/Caregivers

Parents/Caregivers are to park their car away from the school Bus area and take note of no parking zones. We recommend that Parents park further down Wahgunyah Road to the west of the school.

These Students will be walked to their families immediately after the 2:55pm bell. Any Student whose Parent/Caregiver is not there to pick up their child from the Staff Member at this time, will be walked back to the School Office and parents phoned.

3.4 Afternoon Meet & Greet

At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Meet & Greet Group. This group will be met by Parents/Caregivers at the Wahgunyah Rd gate and walked from the School.

Students using the Meet & Greet process will assemble on the hall verandah behind the walkers and bike/scooter group.

When the Students are assembled, Staff members escort the Students to the Meet & Greet area and ensure that student are handed over to their Parent/Caregivers.

Information for Parents/Caregivers

Parents/Caregivers are to park their car away from the school Bus area and take note of no parking zones. We recommend that Parents park further down Wahgunyah Road to the west of the school. If Parents have to cross the road, we request that this is done by using the Pedestrian Crossing adjacent to the front of the school.

These Students will be escorted to their families immediately after the 2:55pm bell. Any Student whose Parent/Caregiver is not there to pick up their child from the Staff Member at this time, will be walked back to the School Office and parents phoned.

3.0 Plans (con't)**3.5 Afternoon Home Pick up Arrangements**

Parents/Caregivers are to contact the school BEFORE 2:15 PM if there is an urgent change to their child's pick-up arrangements. After this time, it is too difficult for us to relay a message to a child as they are already moving to their afternoon lines. These changes should only be in the event of an emergency.

Similarly, if you need to pick up your child for a (one off) appointment you will need to attend the office before 2:15pm to do this. Parents/Caregivers are asked not to remove their child from school early consistently. Appointments (e.g. dentist) as well as outside school activities (such as swimming lessons) are expected to occur out of school hours or in school holidays. The Education Act clearly states that children are to remain at School for the duration of the School day and the Principal has responsibility to ensure this occurs. If for some reason then you need to remove your child early on a consistent basis, please write a letter to the Principal explaining the educational reasons for this and seeking permission for this to occur.

3.6 Disabled Carparking during School Drop off and Pickup Times

There are no designated disabled parking spaces on Wahgunyah Rd. A parking spot for Disabled Parking has been designated within the Carpark at the front of the school however the carpark is not accessible during school pick-up & drop-off times. Arrangements for access to disabled parking will need to be discussed with the Principal on an individual basis.

3.7 Safe Passage of Vehicles within St Michael's Nelson Bay (large vehicles, buses, mobile plant etc.)

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors when large vehicles or mobile plant move around the school:

- Vehicles are not allowed to move around St Michael's Primary School during the following time periods of peak pedestrian traffic:
 - 8.20 – 3.30pm
- Prior to entering St Michael's Primary School drivers of large vehicles must report to the front office and speak with the Principal or their delegate to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on-site.
- Fork lifts are only to be used in clearly marked areas as designated on the site map and;
- Vehicles are only allowed to move one way (downwards) between:
- School speed limits are set at (5 km/h) with clearly displayed signage located on the roadway between the parish carpark and the asphalt playground
- Other considerations or risk controls that may need to be documented?
 - Internal roadways are only one way and;
 - Vehicles are prevented from accessing the playground by locked gates

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific risk controls will need to be determined by carrying out a risk assessment and taking learning's from previous events held.

The following risk controls can be implemented in order to reduce the risk associated with special events in conjunction with previously documented risk controls:

- Suitable numbers of traffic controllers are in place for all special events with an aim to restrict and / or direct traffic to and from the school.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
-
- Other considerations or risk controls that need to be documented:
 - Pedestrian only pathways and;
 - Use of bollards and / or barriers to prevent unauthorised access by vehicles.

4.0 General Safety

1. All Staff members on afternoon duty will wear “Hi Visibility” Vests
2. Relevant Staff will utilise communication devices to ensure the efficient operation of these procedures
3. Parents/Caregivers are reminded of the 40kmph speed limits in place for School Zones

5.0 Permission Notes

Parents/Caregivers are asked to complete the accompanying form about their child’s afternoon pick up arrangements on each day of the school week

Parents/Caregivers will also need to complete a permission form if your child walks/rides to/from school at any time

6.0 Site Emergency Contact(s)

Contact	Position/Role	Phone (BH)	Mobile
Helen Bourne	Principal	4981 1111	0408 409 737
Katie Faljks	Assistant Principal		0422688187
Kim Milgate	School Officers (Clerical)		

7.0 Emergency Contacts/Resources

Agency Service	Emergency Situation	Phone Number
Fire, Police, Ambulance	Emergency	000
Catholic Schools Office	Assistant Director	0419599259
Catholic Diocese	Safety & Wellness Business Partner	0447 002 714

8.0 Additional Emergency Contacts:

Name	Number
Emergency Services- KEY CONTACT	000
John Hunter Hospital	(02) 4921 3000
Poisons Information Centre	13 11 26
Bus Companies	
Port Stephens Coaches	49822940
Hunter Valley Buses	49357200
Parish Priest – Fr Anthony Nuygen	0420401025
Assistant Director – Lorraine Barlow	0419599259
Head of Safety & Wellness Team – Peter Roberts	0477 016 701
Office of Safeguarding	(02) 4979 1390
Access EAP	1800 613 155

9.0 Further Education

1. Parents/Caregivers will be informed via Compass, 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;

Changes to the traffic management plan following development of the new Administration Building

Pedestrian, vehicle and bus movements will be the same as detailed above and the traffic management plan will be adjusted.

- 8:30am – 9:00am
- 2:45pm-3:15pm.

