



OPERATIONAL TRANSPORT MANAGEMENT PLAN

Ascham School
188 New South Head Rd, Edgecliff

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Appendices

Appendix A: ARUP Operational Transport Management Plan

Appendix B: ARUP Operational Transport Management Plan (Fiona Redevelopment)

Appendix C: Ascham School Transport Management Policy

1. INTRODUCTION

TRAFFIX has been commissioned to prepare an updated School Operational Transport Management Plan (OTMP) for Ascham School located at 188 New South Head Road, Edgecliff. More specifically, an updated OTMP has been requested by Council to support a development application (DA) relating to the conversion of an existing residential apartment at 19 Darling Point Road, Darling Point to student boarding house accommodation.

It is highly noteworthy that the subject DA does not seek to increase student / staff / boarder numbers above existing levels, and simply seeks to provide improved accommodation amenities for existing boarders of the school.

ARUP prepared the original approved OTMP in 2014 and the updated OTMP in 2021 for the approved Fiona School Redevelopment. The 2014 report is presented in **Appendix A** and the updated 2021 report is presented in **Appendix B** for ease of reference. This report has been prepared taking into consideration ARUP's findings / assumptions and reflects the 2023 operational requirements of the school.

The report is structured as follows:

- Section 2: Discusses the school site
- Section 3: Discusses the existing traffic conditions
- Section 4: Outlines the responsibilities of key stakeholders
- Section 5: Details the school operations
- Section 6: Outlines student and staff travel profiles
- Section 7: Discusses the school's travel demand measures
- Section 8: Summaries report findings

2. LOCATION AND SITE

Ascham School is located at 188 New South Head Road, Edgecliff, approximately three (3) kilometres east of the Sydney Central Business District (CBD). More specifically, it is located on the northern side of New South Head Road, immediately opposite Edgecliff Railway Station.

The site is irregular shaped in configuration with a total area of approximately 44.4 Ha. It has a southern frontage to New South Head Road measuring approximately 50 metres and the remainder of the site generally borders residential developments.

The school is currently served by two (2) vehicular accesses, comprising a driveway to New South Head Road and a driveway to Darling Point Road. Octagon Road is a secured access road that runs between St Marks Road and Darling Point Road and bisects the school. Octagon Road provides vehicle access to the internal buildings, parking, and preparatory drop-off / pick-up.

A Location Plan is presented in **Figure 1** with a Site Plan included in **Figure 2** which provide an appreciation of the general character of roads and other key attributes in proximity to the site.

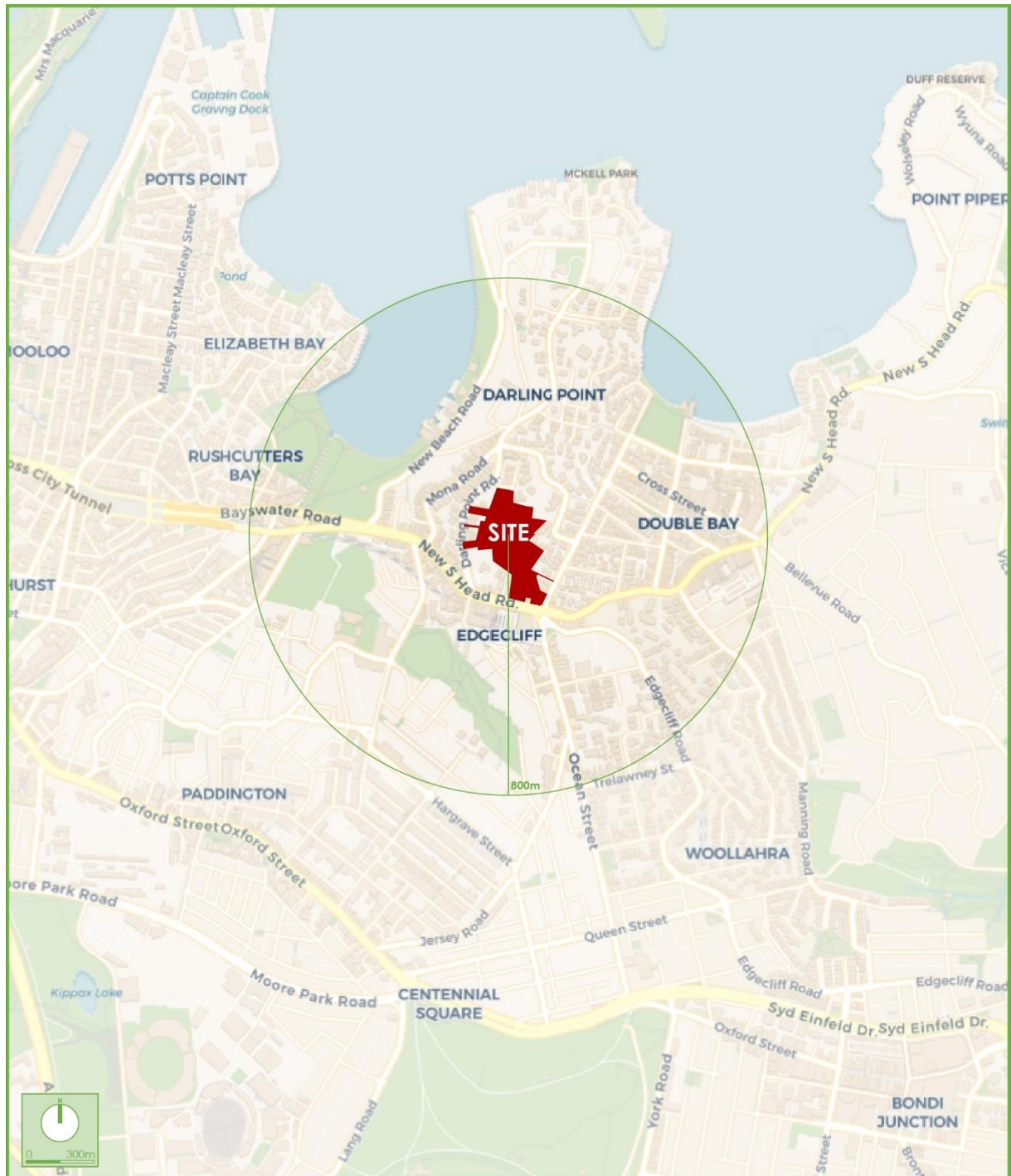


Figure 1: Location Plan



Figure 2: Site Plan

3. EXISTING TRAFFIC CONDITIONS

3.1 Road Network

The road hierarchy in the vicinity of the site is shown in **Figure 3** with the following roads of particular interest:

- New South Head Road: a TfNSW Main Road (MR173) that traverses in an east-west direction between Old South Head Road in the east and Crown Street in the west. It is generally subject to 60km/hr speed zoning outside of 40km/hr school zoning hours and accommodates three (3) lanes of traffic in each direction. Within the vicinity of the site, a T2 transit lane is provided in each direction of travel, with the eastbound T2 lane operating between 3pm and 7pm and the westbound T2 lane operating between 6am and 10am.
- Ocean Avenue: a TfNSW Secondary Road (SR2089) that traverses in a north-south direction between Marine Parade in the north and the New South Head Road in the south. Within the vicinity of the site, it is subject to 50km/hr speed zoning outside of 40km/hr school zoning hours and accommodates a single lane of traffic in each direction. Time restricted parking is generally permitted along both sides of the road.
- Darling Point Road: a local road that traverses in a north-south direction between a cul-de-sac in the north and New South Head Road in the south. Within the vicinity of the site, it is subject to 50km/hr speed zoning outside of 40km/hr school zoning hours and accommodates a single lane of traffic in each direction. Time restricted parking is generally permitted along both sides of the road.
- St Marks Road: a local road that traverses in an east-west direction between a dead-end in the east and Darling Point Road in the west. Within the vicinity of the site, it is subject to 50km/hr speed zoning outside of 40km/hr school zoning hours and accommodates a

single lane of traffic in each direction. Time restricted parking is generally permitted along portions of the road.

➤ Octagon Road:

a local road that loops between St Marks Road in the north and Darling Point Road in the west. Octagon Road is operated by the school and unhindered public access is prohibited.

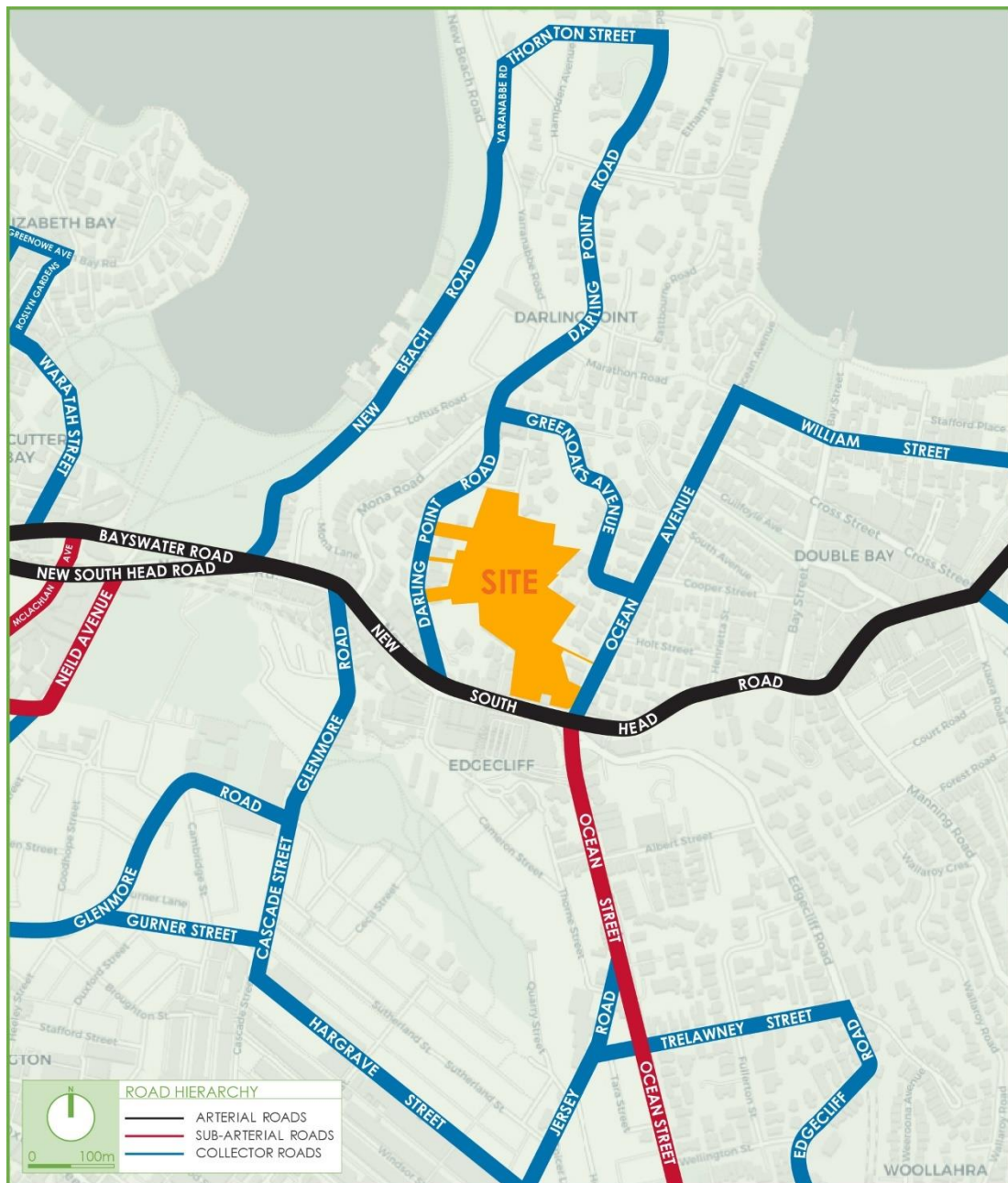


Figure 3: Road Hierarchy

3.2 Sustainable Transport

3.2.1 Bus Services

The subject site is within optimal walking distance (400 metres) of multiple bus services, notably the bus transit hub located above the Edgecliff Railway Station. These bus services are presented in **Figure 4** and are summarised as follows:

- 200 - Bondi Junction to Gore Hill
- 323 - North Bondi to Edgecliff
- 324 - Watsons Bay to Walsh Bay via Old South Head Road
- 325 - Watsons Bay to Walsh Bay via Vaucluse Road
- 324X - Vaucluse to City Wynyard (Express Service)
- 326 - Bondi Junction to Edgecliff via Bellevue Hill
- 327 - Bondi Junction to Edgecliff via Bellevue Road & Manning Road
- 328 - Bondi Junction to Darling Point via Edgecliff (Loop Service)

More information concerning all bus and train service information can be found on the Transport for NSW Info website: <https://www.transportnsw.info>.

3.2.2 Rail Services

The subject site is within 150 metres of Edgecliff Railway Station which provides access to the T4 Eastern Suburbs and Illawarra Line which connects to the Sydney CBD, Bondi Junction and the southeast suburbs, Cronulla, and Illawarra. This railway station is presented in **Figure 4**.

3.2.3 Ferry Services

The subject site is within 800 metres of the Double Bay Wharf, which provides connections to Rose Bay, Darling Point, Garden Island, and Circular Quay. This wharf is presented in **Figure 4**.

3.2.4 Taxi Services

A taxi zone is located on the southern side of New South Head Road, immediately west of the midblock pedestrian crossing. This taxi zone can accommodate up to three (3) taxis at any given times.

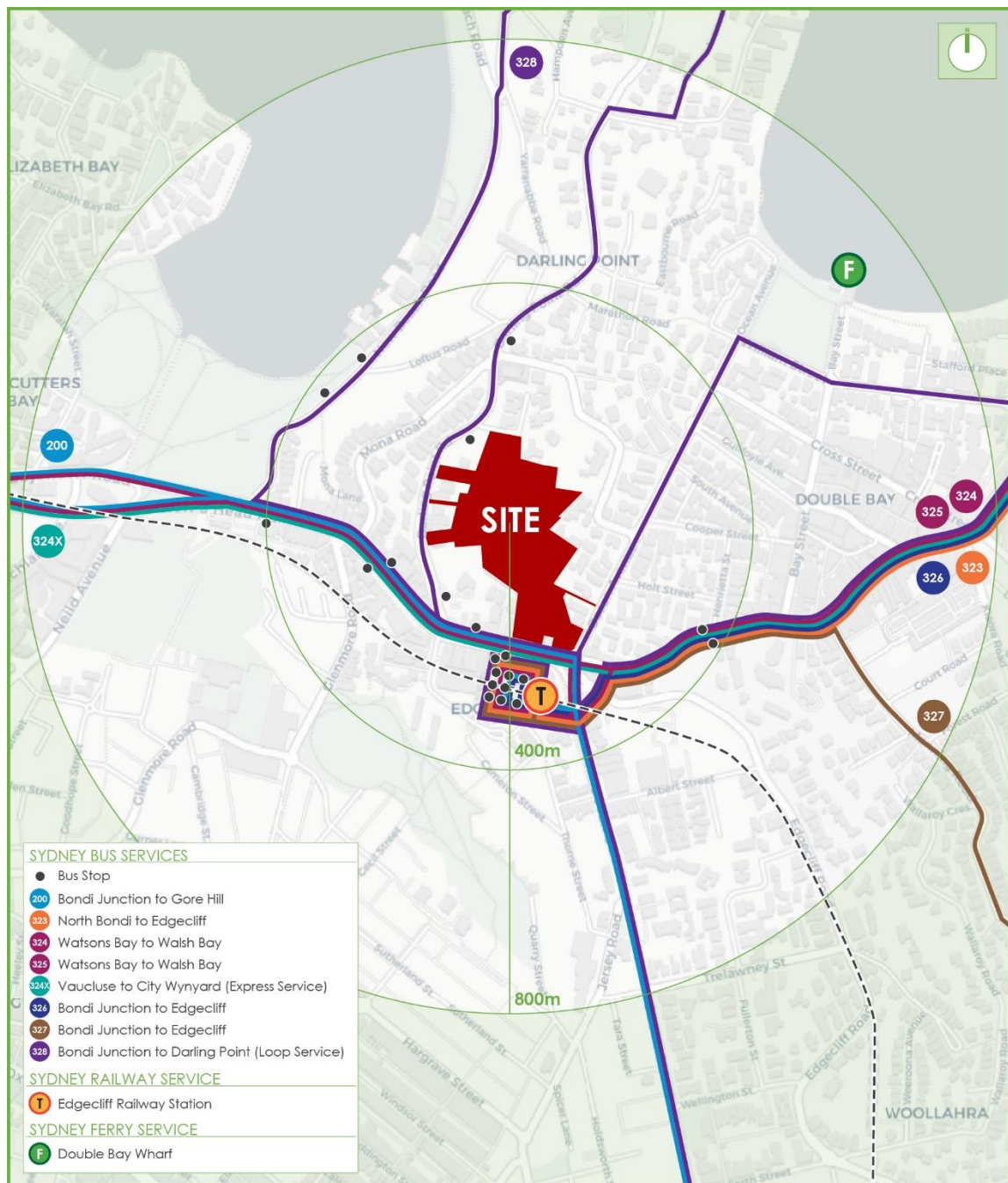


Figure 4: Public Transport

3.2.5 Private School Buses

In addition to public buses, the following private bus services are available for students:

- Holdsworth Bus Service – Randwick via Centennial Park and Bellevue Hill.
- Cranbrook School Bus Service – Inner West and North.
- Scots College Bus Service – Seaforth, Lower North Shore, Mosman, Roseville Sutherland, Cronulla, Inner West and Beauty Point.

3.2.6 Cycling

Cycling infrastructure surrounding Ascham School is shown in **Figure 5**. There are no off-road cycleways adjacent to Ascham School. However, there are several low to medium difficulty on-road cycle paths including on Darling Point Road, New South Head Road, Cooper Street and Bay Street. Students under the age of 16 are also permitted to cycle on the well-developed footpath network surrounding Ascham School.

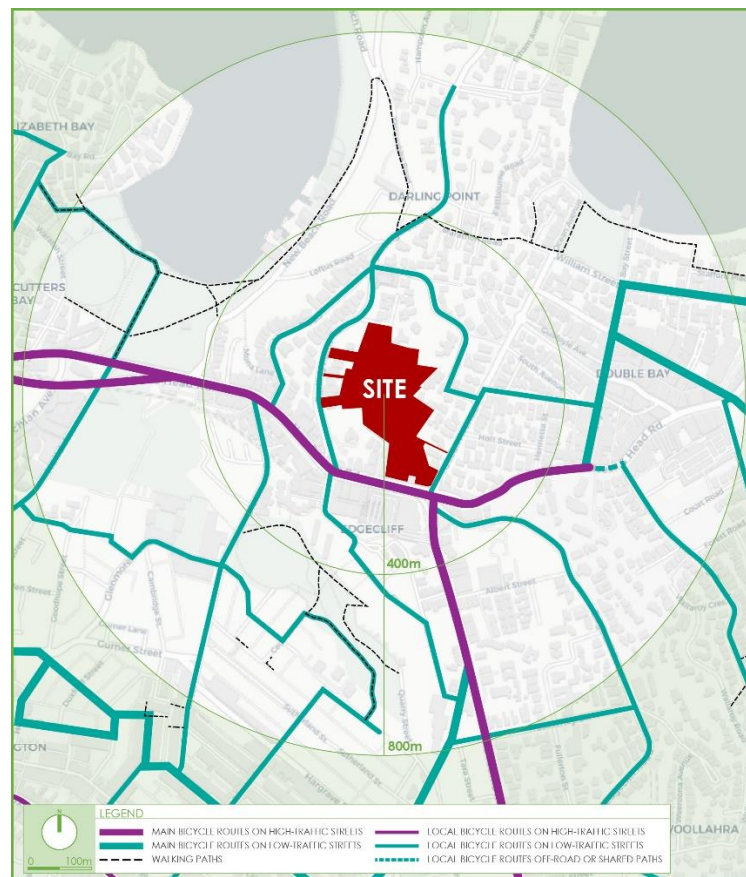


Figure 5: Cycle Infrastructure

3.2.7 Pedestrian

Edgecliff and the area surrounding Ascham School is urbanised, with footpaths provided on the majority of roads surrounding the school. There are also a number of safe crossing points that facilitate access to the surrounding area, including:

- Midblock pedestrian signals on New South Head Road which facilitate direct access between the school and Edgecliff Railway Station and bus interchange.
- Signalised crossings at the Ocean Street / Ocean Avenue / New South Head Road intersection.
- Signalised crossings at the New South Head Road / Darling Point Road / New McLean Street intersection.
- Marked crossing at the Darling Point Road / Greenoaks Avenue roundabout.
- Marked crossing along New McLean Street.
- Marked crossings along Octagon Road.
- Stage refuge crossing at the Ocean Avenue / Greenoaks Avenue intersection.

Pedestrian access to / from the school is presented in **Figure 6** and is summarised as follows:

- New South Head Road via a separate footpath along the western side of the access driveway.
- New South Head Road via a separate footpath along the eastern side of the access driveway.
- New South Head Road west of Ocean Avenue. It is understood this gate is not in use for typical day-to-day operations.
- St Marks Road via a separate footpath along the western side of Octagon Road.
- Darling Point Road via a separate footpath along the southern side of Octagon Road.
- Ocean Avenue via a footpath located between two (2) apartment buildings.

The 'Fairy Walk' is open for students from 7:30am to 9:00am and 2:30pm to 6:00pm.

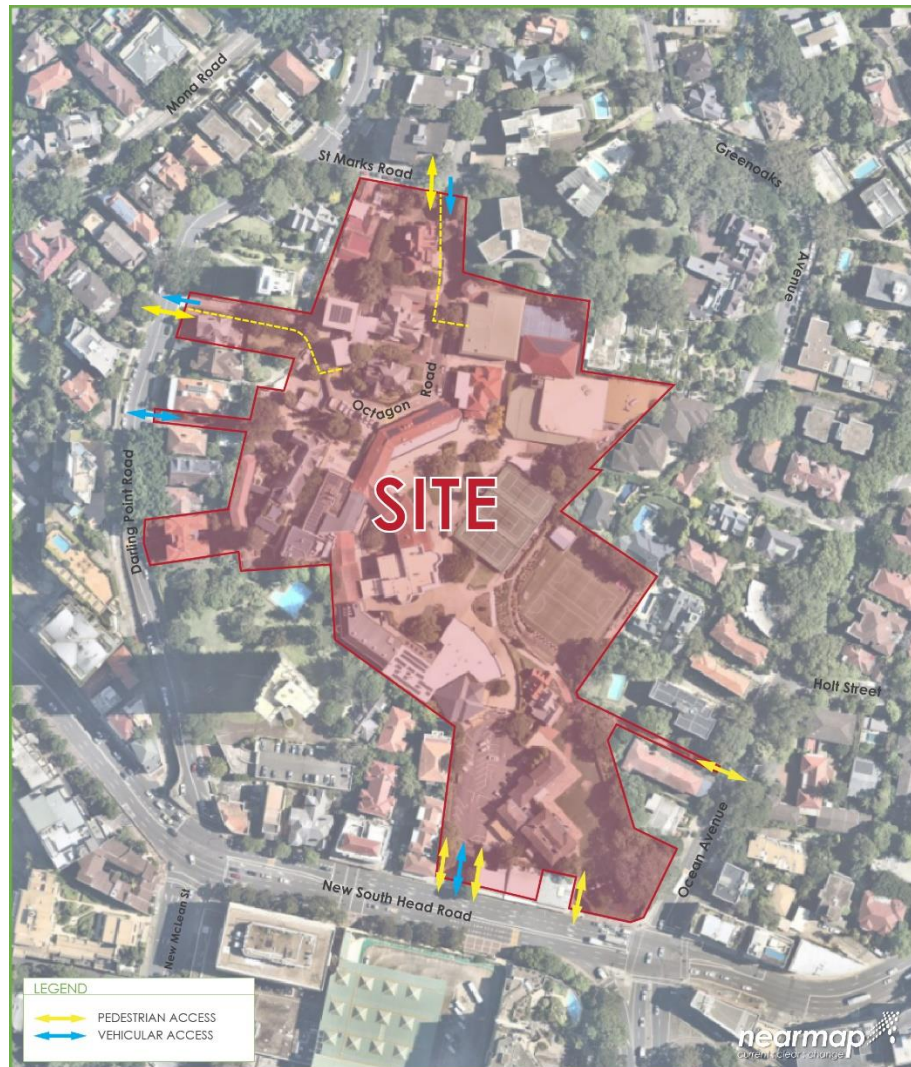


Figure 6: Pedestrian and Vehicle Access Locations

3.3 On-Street Parking

Parking along local roads around Ascham School is constrained, with parking generally provided on Darling Point Road and Ocean Avenue as summarised below.

- Darling Point Road – Two (2) hour time restricted parking is provided on both sides of the of the road between 7am and 6pm, Monday to Friday. Unrestricted parking is provided outside of these times.
- Ocean Avenue – Two (2) hour time restricted parking is provided on both sides of the of the road between 8am and 6pm, Monday to Saturday. Unrestricted parking is provided outside of these times.

4. RESPONSIBILITIES

Woollahra Municipal Council adopted the *Traffic Management and Parking near Schools Policy* in August 2013. The policy relates to traffic and parking management near schools, preschools, and childcare centres with the Woollahra Municipality. The objectives of the policy include:

- To improve safety for pedestrians, particularly children, in the vicinity of schools, preschools, and childcare centres;
- To encourage a safe, efficient, and coordinated traffic network which prioritises pedestrians and which provides for all users, including private cars, disabled access, emergency vehicles and service vehicles;
- To minimise conflict between vehicles and pedestrians, particularly at school, preschool, and childcare centre entrances;
- To encourage staff and students to use public transport;
- To minimise the impact of staff and students arriving and departing on the community;
- To provide appropriate pick-up and drop-off opportunities for schools; and
- To ensure sufficient on-site car parking is provided, particularly where a school, preschool or childcare centre is the subject of a development application.

The policy acknowledges that the management of traffic and parking around schools, preschools, and childcare centres is the responsibility shared by Council, schools, preschools and childcare centres, parents / caregivers, Transport for NSW (TfNSW), education agencies, NSW Police, and public transport providers. **Table 1** outlines the responsibilities for each stakeholder.

Table 1: Responsibilities of Stakeholders

Stakeholder	Infrastructure and Speed Management	Education and Awareness	Observation and Supervision	Enforcement	Planning or Research
Woollahra Municipal Council	<ul style="list-style-type: none"> To analysis statistical traffic information to help determine if any specific management measures are required. Undertake road safety audits near schools. To install appropriate LATM (subject to prioritisation) through annual strategy review. To install appropriate line marking and signage relating to safety and traffic management on local roads. Refer relevant traffic and parking matters to the Local Traffic Committee. To install appropriate drop-off / pick-up parking restrictions for schools. To install appropriate bus zone signage and furniture. To identify locations where additional parking can be provided to allow parents to park and walk the final part of the journey to school. To provide safe and accessible footpaths / bicycle facilities. To provide adequate street lighting. To provide adequately maintained roads in accordance with capital works program. To maintain street trees. 	<ul style="list-style-type: none"> To provide information on Council's website relating to the operation of Local Traffic Committee and road safety tips for trips near schools. 	NA	<ul style="list-style-type: none"> To enforce parking restrictions near schools, preschools, and childcare centres. 	<ul style="list-style-type: none"> To development, review and impose appropriate planning controls for educational developments.

Stakeholder	Infrastructure and Speed Management	Education and Awareness	Observation and Supervision	Enforcement	Planning or Research
Ascham School	<ul style="list-style-type: none"> To provide safe and convenient pedestrian access. To provide adequate pedestrian sight lines at driveways. To provide separated on-site pedestrian / vehicle movements, where possible. To provide adequate bicycle facilities (parking and End-of-Trip) for students and staff. To consider school operated / chartered bus services for student trips to / from school. To assist Council with any road safety audits. To make recommendations to Council for desired drop-off and pick-up restrictions along public roads, if required. 	<ul style="list-style-type: none"> To provide road safety education as part of the school curriculum. Development a Travel Plan for staff and parents that generally addresses: <ul style="list-style-type: none"> The school's support for public and active travel for students, staff, and parents. The school's discouragement of students driving to / from school. Identification of public transport options. Identification of safe walking / cycling routes. Support for walking buses. Support for cycling groups. To regularly monitor staff and student travel mode data. To participate in "Ride to School" and "Walk to School" events. Consideration for bike / scooter skill courses for students. To develop a Traffic Management Plan for staff and parents that addresses key travel routes, pedestrian access, drop-off / pick-up management arrangements, parking rules and behaviour. Develop a carpool database for parents to facilitate shared trips. Promote the schools Travel Plan within appropriate communication channels. Considered the creation of a road safety committee comprising staff, students, and parents. 	<ul style="list-style-type: none"> To provide supervised drop-off / pick-up zones and to monitor parent / caregiver behaviour within zones. 	NA	<ul style="list-style-type: none"> To consider "shared parking" with nearby developments that have underutilised on-site car parking. To consider staggered start / finish times for students in different year groups. To minimise the number of days that students need to bring instruments / books etc. to minimise barriers to active travel.

Stakeholder	Infrastructure and Speed Management	Education and Awareness	Observation and Supervision	Enforcement	Planning or Research
Parents / Caregivers	NA	<ul style="list-style-type: none"> To educate and encourage children to: <ul style="list-style-type: none"> Use designated pedestrian facilities and take care across roads. Do not cross the road between parked vehicles. Wait on the footpath and listen to supervisor when using supervised school crossings. Utilise the following road safety tips. <ul style="list-style-type: none"> Children aged between 4 and 7 years must use a forward-facing child car seat with an inbuilt harness or an approved booster seat. Children should enter / exit the vehicle from the passenger side. Where possible, children should remain in car until an adult opens the door. Children should be dropped-off / picked-up from the school's designated drop-off / pick-up zone(s). Children should be met on the school side of the road (preferably gate) and not encouraged to cross public roads. Younger children should hold an adult's hand in the car park, footpath and should be closely supervised in the traffic environment and should hold adult's hand when crossing the road. Parents should encourage their children to use the "STOP, LOOK, LISTEN, THINK" routine when crossing the road. Comply with the NSW / Australian Road Rules. 	NA	NA	NA

Stakeholder	Infrastructure and Speed Management	Education and Awareness	Observation and Supervision	Enforcement	Planning or Research
		<ul style="list-style-type: none"> Comply with reasonable directions from crossing supervisors, parking supervisors, Council rangers, and NSW Police. Comply with 40km/hr school zones. Comply with 40km/hr for traffic passing school buses. Slow down when approaching pedestrian crossings. Do not perform U-turns in the vicinity of schools, including in driveways. Comply with parking restrictions near the school. Utilise the following cycling safety tips. <ul style="list-style-type: none"> Identify safe bicycle routes, preferably low-traffic volume roads. Ensure your child's helmet complies with Australian Standards. Children under 16 and adults accompanying them may ride of the footpath, unless specified otherwise. 			
TfNSW	<ul style="list-style-type: none"> To install and maintain school zone infrastructure. To install speed cameras, where appropriate. To install pedestrian signals and manage / optimise pedestrian signal phases, particularly near schools during peak periods. Install traffic calming devices on State roads, where appropriate. To install appropriate line marking and signage relating to safety and traffic management on State roads. 	<ul style="list-style-type: none"> To provide road safety education materials to be taught in school curriculum. To development general road safety educational policies and educational material. 	<ul style="list-style-type: none"> To provide school crossing supervisor, where required. 	NA	<ul style="list-style-type: none"> Fund the Centre for Road Safety.

Stakeholder	Infrastructure and Speed Management	Education and Awareness	Observation and Supervision	Enforcement	Planning or Research
	<ul style="list-style-type: none"> To investigate matters outside the delegation of Council, at the request of Council / school. 				
Education Agencies	NA	<ul style="list-style-type: none"> To continue to require road safety education as part of the school curriculum. 	NA	NA	<ul style="list-style-type: none"> To plan new schools, preschools, and childcare centres in appropriate locations with consideration of local traffic issues. To consider "shared parking" with nearby developments that have underutilised on-site car parking.
NSW Police	NA	NA	NA	<ul style="list-style-type: none"> To enforce parking and traffic road rules near schools, preschools, and childcares. 	NA
Public Transport Providers	<ul style="list-style-type: none"> To provide appropriate public transport options to meet demands, including school children and parents. 	NA	NA	NA	NA

5. SCHOOL OPERATIONS

5.1 School Population

Ascham School is partitioned into three (3) distinct schools, a preschool (Hillingdon), a junior school (Fiona), and senior school. The school has a self-imposed student cap of 1,240 students (inclusive of 134 boarders). **Table 2** outlines the school population as of March 2022:

Table 2: Student and Staff Numbers

Category	Class/Staff	Number
Students	Prep	39
	Year K-2	180
	Year 3-6	294
	Year 7-12 Senior (Day Girls)	294
	Year 12 Senior (Boarders)	134
	Total	1,212
Staff	Teaching	163
	Non-teaching (on-site)	89
	Non-teaching (WFH)	2
	Total	254

5.2 Start / Finish Times

Operational times in the morning drop-off are 7:30am to 8:30am and 3:00 to 4:00pm in the afternoon pick-up. The school operates the following start / finish times to distribute traffic impacts:

5.2.1 Start Times

- Prep 9:00am
- K - Year 1/2 8:30am
- Year 3-6 8:20am
- Seniors 8:20am

5.2.2 Finish Times

➤ Prep	2:30pm
➤ Kindergarten	2:40pm
➤ Year 1	2:50pm
➤ Year 2	3:00pm
➤ Years 3-4	3:05pm
➤ Years 5-6	3:15pm
➤ Years 7-12	3:30pm

5.3 After School Care

After school care is available for all Hillingdon and Fiona students when parents / caregivers cannot collect prior to 3:20pm and 3:40pm, respectively.

5.4 Car Parking

The school provides a total of 136 off-street car parking spaces (post Fiona Redevelopment (DA443/2021/1)) distributed in nine (9) areas as detailed in **Table 3**:

Table 3: Car Parking Summary

Cark Park Location	Number of Spaces
Front Driveway Fiona Redevelopment Carpark	44
Underground Wallis	9
Fiona Building	5
Dower Garage and Hardstand	2
Rear Driveway	26
Undercover off Rear Driveway	21
St Marks Garage	2
43 Darling Point Road Garage	1
Duntrim	26
Total	136

5.5 Student Drop-off and Pick-up

5.5.1 Background

Ascham School provides two (2) designated on-site student drop-off / pick-up areas. The northern area is accessed via Octagon Road and is utilised by preparatory students and senior students whilst the southern area accessed from New South Head Road and is utilised by junior and senior students. Additional details regarding each area are outlined below:

5.5.2 Preparatory (Hillingdon)

Hillingdon School includes students from preschool / kindergarten to Year 2. Access to the northern designated drop-off / pick-up zone is via St Marks Road and Octagon Road. Vehicles then proceed to the exit gate at Darling Point Road. Key aspects of the Hillingdon zone are as follows:

- Four (4) drop-off / pick-up spaces;
- Capacity for 16 vehicles to queue within the site (between zone and entry gate); and
- Capacity for 20 vehicles to queue within the site (between zone and exit gate).

During drop-off, parents / caregivers are to approach the first available space and are advised no to exit their vehicles. Parents are to leave the site after drop-off has occurred to ensure efficient operation.

During pick-up, parents / caregivers have the student's name displayed on their dashboard. A staff member calls out the student to ensure efficient pick-up occurs. **Figure 7** outlines the northern drop-off / pick-up arrangements.

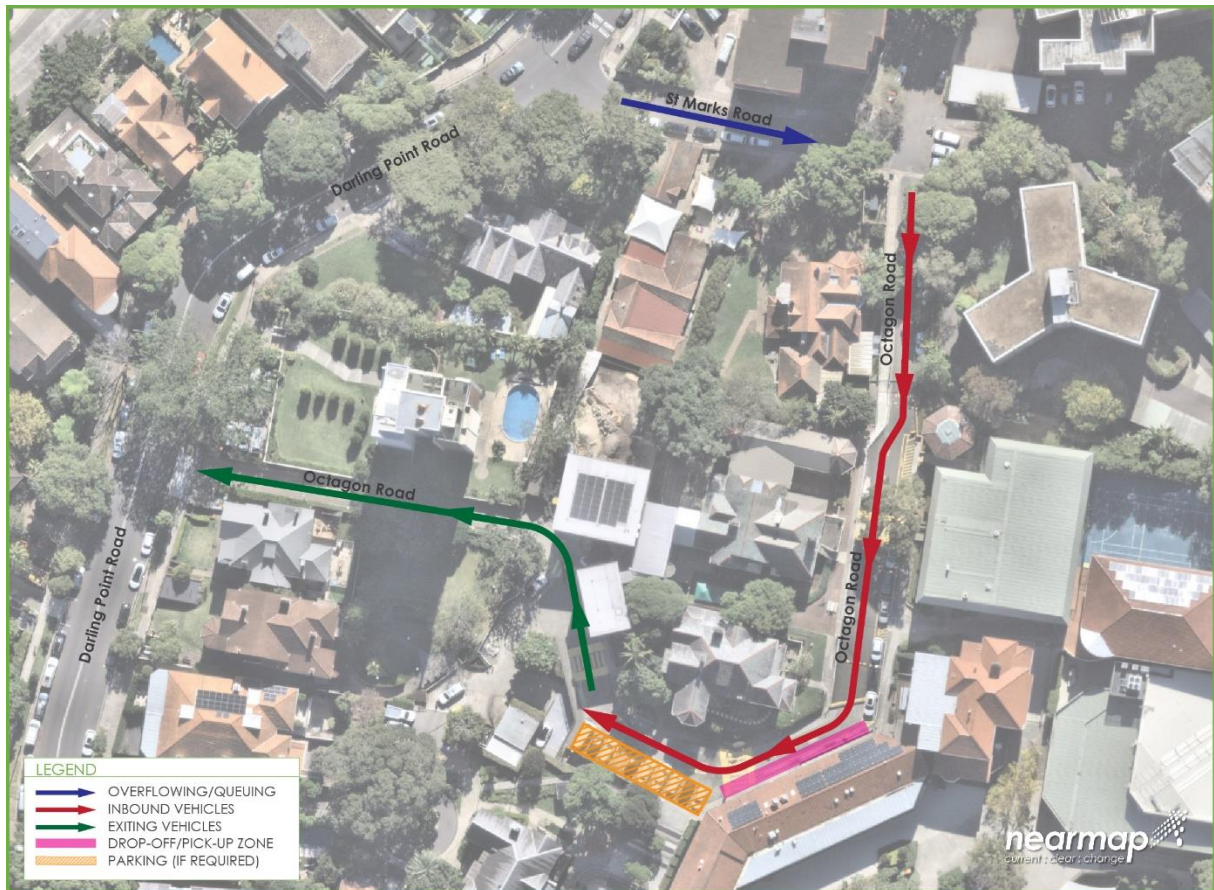


Figure 7: Hillingdon Drop-off / Pick-up Arrangement

5.5.3 Junior School (Fiona)

Fiona School includes students from Years 3 to 6. Access to the southern designated drop-off / pick-up zone is via New South Head Road in which drivers conduct a loop around the staff car park. Key aspects of the Fiona zone are as follows:

- Seven (7) drop-off / pick-up spaces;
- Capacity for 19-20 vehicles to queue within the site (between zone and entry gate); and
- Capacity for 9-10 vehicles to queue within the site (between zone and exit gate).

During drop-off, parents / caregivers are to approach the first available space and are advised not to exit their vehicles. Parents are to leave the site after drop-off has occurred to ensure efficient operation.

During pick-up, parents / caregivers have the student's name displayed on their dashboard. A staff member calls for the student via phone to ensure efficient pick-up occurs. **Figure 8** outlines the northern drop-off / pick-up arrangements.



Figure 8: Fiona Drop-off / Pick-up Arrangement

5.5.4 Senior School

Senior students are permitted to utilise the Fiona and Hillingdon drop-off / pick-up zone prior to 7:45am and after 3:45pm to minimise overlap with other year groups. Drop-off and pick-up arrangements are similar to the junior school.

5.6 Bus Parking

The school does not provide any on-site bus parking facilities, with all bus usage being facilitated by the Edgecliff bus interchange, located above the Edgecliff Centre on New South Head Road.

5.7 Traffic Management Measures

Ascham School implements a number of traffic management measures to encourage sustainable travel and to safely manage on-site traffic operations. These measures are detailed below:

5.7.1 Traffic Management

- Management of traffic during morning peaks including:
 - Fiona 7:30am to 8:30am Security officer and Fiona staff
 - Hillingdon 7:45am to 9:00am Security officer and Hillingdon staff
- Management of traffic during afternoon peaks including:
 - Fiona 3:00pm to 3:45pm Security officer and Fiona staff
 - Hillingdon 2:30pm to 3:15pm Hillingdon staff
- Senior students are encouraged to travel via public transport.
- Students are not permitted to drive to school or park within the school.
- The school implements a site-specific Green Travel Plan prepared by ARUP.
- The school implements the *Ascham School Transport Management Policy*, and this is presented in **Appendix C**.

5.7.2 Public Transport and Active Transport Management

- Ascham School provides convenient pedestrian access to adjacent public roads as outlined in **Figure 6**.
- Pedestrian accesses are separated from vehicles accesses and are clearly defined.
- Within off-street car parks, pedestrian movements are separated from vehicle movements by defined paths, fences etc.
- The school has adopted a bicycle policy which encourages staff and senior students to ride to / from school.
- Ascham students can utilise the Scots College and Cranbrook School bus services.

5.7.3 Observation and Supervision

- The school allocates and rosters staff to supervise and manage the drop-off / pick-up zone on each day. During pick-up periods, staff monitor vehicles entering the car parks and call

the relevant student to ensure they are prepared for pick-up once the parent / caregiver arrives at the zone.

- The school allocates at least three (3) staff along the driveway on New South Head Road and four (4) staff within the buildings with students to ensure they are on the car line promptly.
- During critical peak periods (start of school term) additional staff are allocated to manage traffic along the New South Head Road access driveway.
- The school allocates one (1) staff for the walking group and one (1) staff for students using public transport.

5.7.4 Education and Awareness Training

- Road safety education is taught as part of the school's curriculum.
- Regular reminders are sent to parents to remind them of the available public transport facilities.
- Questionnaires and notice hubs are sent to parents at the beginning of the year to understand and plan for travel arrangements.
- 'Ride to School' and 'Walk to School' initiatives have been planned and undertaken to encourage active travel.
- The Parents Association advocates car-pooling and encourages carpooling with other families.

6. STUDENT AND STAFF PROFILES

6.1 Students

The *Ascham School Operational Transport Management Plan (OTMP)* prepared by ARUP outlined student travel mode data which is reproduced in **Table 4** and **Table 5** below:

Table 4: Student Travel Modes – Morning Period

Travel Mode	Prep	K-Year 2 (Hillingdon)	Year 3-6 (Fiona)	Year 7-12 (Senior Day Girls)
Public Transport	0%	0%	30%	30%
School Bus	0%	0%	10%	10%
Car	95%	95%	55%	55%
Walk	5%	5%	5%	5%

Table 5: Student Travel Modes – Afternoon Period

Travel Mode	Prep	K-Year 2 (Hillingdon)	Year 3-6 (Fiona)	Year 7-12 (Senior Day Girls)
Public Transport	0%	0%	30%	37%
School Bus	0%	0%	10%	10%
Car	95%	95%	55%	33%
Walk	5%	5%	5%	20%

6.2 Staff

Similar to the student travel mode surveys, the previous OTMP prepared by ARUP outlined staff travel mode data which is reproduced in **Table 6** below:

Table 6: Staff Travel Modes

Travel Mode	%
Public Transport	23%
Car	66%
Car Passenger	2%
Walk	9%

7. TRAVEL DEMAND MANAGEMENT

7.1 Context

Travel demand management measures can be utilised to embrace the principles of sustainable transport in order to maximise the use of transport modes that have a lower environmental impact such as walking, cycling, public transport, or car-pooling schemes.

As detailed within the ARUP report, student enrolment data indicates that almost 20% of students live within a kilometre of the school and could potentially walk.

7.2 Car Pooling

Staff can register their interest in carpooling with the school by indicating where they live and their shift times. This is then used by the school to match them with any suitable travellers. Carpooling is considered an effective measure to reduce reliance on private vehicle parking within the school and on-street.

7.3 Bicycle Policy

The current school policy aims to encourage staff and senior students to ride to and from school by bicycle. End of trip facilities such as shower and change rooms are provided on campus within Wallis House, Glenrock, MPB, Gym, Arts/Language, and Fiona. The Fiona Junior and Hillingdon Prep schools are currently excluded from this bicycle policy due to safety concerns. Bicycle parking facilities are provided on campus for those staff and students who choose to ride to school.

7.4 Bus Services

Notwithstanding the number of public bus services surrounding the school, Asham School charts the Holdsworth Community bus. In addition, the school also shares bus services with Scots College and Cranbrook School.

7.5 Green Travel Plan

Asham School implements a site-specific Green Travel Plan (GTP) prepared by ARUP. The GTP aims to reduce potential private vehicle trips to and from the school by staff / students and to encourage other forms of transport that have a lower environmental impact such as walking, cycling, public transport, or carpooling schemes.

8. SUMMARY

This updated OTMP report has been prepared for Ascham School, located at 188 New South Head Road, Edgecliff. The report takes into consideration the findings / assumptions of the previous OTMP reports prepared by ARUP, and reflects the 2023 operational requirements of the school, including the additional boarding rooms located at 19 Darling Point Road. In summary, the following is noteworthy:

- Ascham School is in proximity to a number of sustainable transport options that are available to staff, visitors, students, and parents / caregivers. Notably, there are numerous bus services available along New South Head Road and within the bus interchange, Edgecliff Railway Station is located directly opposite the school (1-minute walk), and the Double Bay Wharf is located within 800m (14-minute walk). In addition, students can utilise the Scots College and Cranbrook School bus services that operate near the school.
- The report outlines shared responsibilities for Council, Ascham School, parents / caregivers, Transport for NSW (TfNSW), education agencies, NSW Police, and public transport providers. These responsibilities are consistent with previous OTMP reports prepared for the school.
- The report documents the school's key operational details, including current student / staff population, start / finish times, drop-off / pick-up arrangements, traffic management measures, and student / staff travel profiles.
- The school implements significant drop-off / pick-up traffic management measures as detailed in **Section 5.6**, which have been operating satisfactorily for a number of years.
- The report details the travel demand measures implemented by the school, including carpooling, cycling , bus services and a Green Travel Plan.

The above operation traffic management measures are considered supportable from a traffic planning perspective and are recommended for approval.

APPENDIX A

ARUP Operational Transport Management Plan

Ascham School, Edgecliff

Ascham School

Operational Transport Management Plan

Rev B | 28 July 2014

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 233415-00

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Appendices

Appendix A

Ascham Transport Management Policy

1 Introduction

Ascham School is located in Edgecliff, in Sydney's Eastern Suburbs, directly opposite Edgecliff Station as shown in Figure 1. Ascham School is a non-selective day and boarding school for girls. The school is separated into three distinct schools known as Preparatory (Hillingdon), Junior (Fiona) and Senior School. In 2013, the school had an enrolment of 1,075 students, 158 full-time staff and 93 part-time staff. The school also caters for approximately 95 boarders. Student numbers are predicted to increase (due to natural growth) in coming years to 1,240 students, with approximately 730 Senior students and 510 Junior students, of which includes 134 boarders.

This Operational Transport Management Plan defines the roles and responsibilities of the school, Woollahra Municipal Council, parents and carers of students attending the school and the various government agencies for management of access to the school for all modes of transport.

An aerial photograph showing the extent of the school is shown in Figure 1.

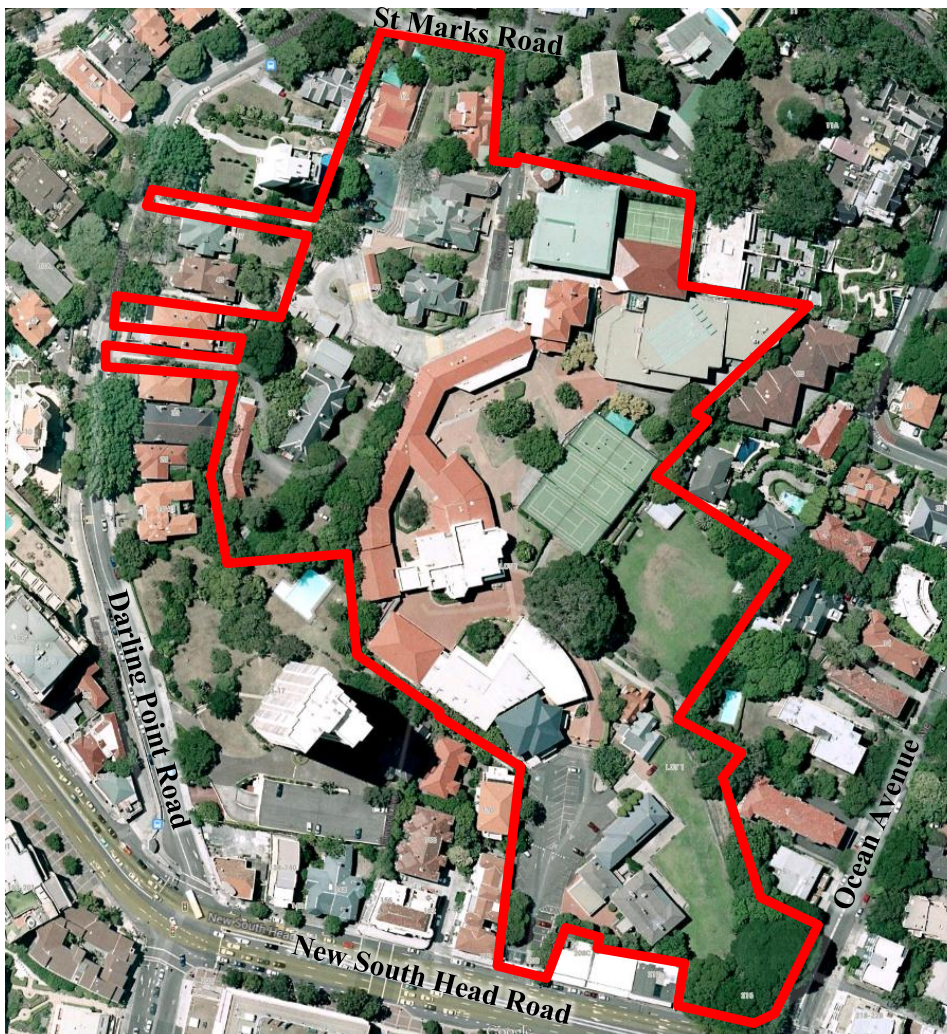


Figure 1: Site Location

2 Responsibilities

Woollahra Municipal Council (WMC) prepared a *Draft Policy for Traffic Management and Parking Near Schools, Preschools And Childcare Centres*. This document outlines a number of school 'responsibilities' that are not reflected in State Environmental Planning Policies (SEPP), the WMC Local Environment Plan (LEP) 1995 or the WMC Educational Establishments Development Control Plan (DCP) 2012.

The following sections are extracted from the draft policy, which outline the responsibilities of various authorities and stakeholders. Responsibilities for each section have been reviewed for particular relevance to Ascham School.

2.1 Woollahra Municipal Council

WMC has the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To analyse statistical traffic information such as crash data, vehicle volume counts and speed counts to help determine if there are any specific infrastructure or speed management measures required.
- To undertake road safety audits near schools, in consultation with the school staff and parent groups. The road safety audit should be based on a risk minimisation strategy (rather than responding solely to historical accident statistics).
- To install appropriate local area traffic management and traffic calming, subject to prioritisation through the annual traffic strategy review process. This may include the following devices:
- To install appropriate line marking and signage relating to safety and traffic management on public roads, in accordance with the delegation from Roads and Maritime Services (Section 50 Transport Administration Act 1988). To refer relevant traffic and parking matters to the Woollahra Traffic Committee.
- To refer relevant matters, which are outside the delegations to Council, to Roads and Maritime Services for further investigation.
- To install appropriate on-street pick-up/ drop-off parking restrictions for schools. The pick-up/ drop-off zone should be on the school side of the road, as far as possible. Where a school has multiple entrances, the pick-up/ drop-off zone should be on the least busy road.
- To install Bus Zone signage and bus stop furniture, where appropriate. The Bus Zone should be located as close to the school, preschool or childcare centre as practical. If feasible, the Bus Zone (inbound and outbound) should be located on the school, preschool or childcare centre side of the road. If this cannot be achieved, where possible, a pedestrian crossing should be provided to the other side of the road to provide access to the Bus Zone.
- To identify locations near a school, where appropriate, which provide larger quantities of parking. This allows parents to park and walk the final part of the journey to school (eg. within a Council park, shopping centre, community centre).

- To provide safe and accessible footpaths for pedestrians.
- To provide safe bicycle facilities, in accordance with the Woollahra Bicycle Strategy 2009.
- To provide adequate street lighting, particularly at pedestrian facilities.
- • To undertake road pavement reconstruction where the road surface is unsafe or in poor condition, in accordance with the priorities outlined in the capital works program.
- To trim street trees, where appropriate, which impact on sight distance to pedestrians.

Education and Awareness Raising

- To provide information on Council's website regarding the operation of the Woollahra Traffic Committee and school road safety tips for use near schools.

Enforcement

- To allocate Council Rangers and Parking Patrol Officers to enforce parking restrictions near schools, preschools and childcare centres, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).

Planning

- To develop, review and impose appropriate planning controls, including an Education Establishments Development Control Plan.

2.2 Ascham School

Schools, preschools and childcare centres have the following responsibilities with regard to traffic and parking management measures near their premises:

Infrastructure & Speed Management

- To provide appropriate pedestrian access, generally to all frontages that adjoin the public road. All pedestrian accesses should be segregated from vehicular access with clearly defined paths.
- To provide driveway accesses which ensure adequate pedestrian sight lines.
- If there is on-site parking, all vehicle movements should be separated from pedestrian movements by fencing, defined pathways, gates or other means.
- To provide on-site bicycle parking for staff and students.
- To consider the provision of school owned or chartered buses to transport students to and from school.
- To assist Council staff by providing feedback on road safety audit questionnaires.
- To provide observational advice and work with Council staff when they are undertaking a road safety audit near schools.
- To make recommendations to Council on the school 's desired pick-up/ drop-off zone parking restrictions (eg. No Parking, 5 Minute Parking or 15 Minute Parking restrictions). Note: the length of the pick-up/ drop-off zone will not

generally be increased. This reflects the objective for Council to balance the needs of the school versus the local residents.

Observation and Supervision

- To allocate staff to supervise and manage the pick-up/ drop-off zone. This may be undertaken in conjunction with parent supervisors. Staff are to encourage parents to move efficiently through the pick-up/ drop-off zone and not to park and loiter for extended periods. Staff are to encourage parents who are visiting for a longer period or socialising with other parents to park outside the pick-up/ drop-off zone and walk the remaining distance.

Education and Awareness Raising

- To continue to provide road safety education as part of the school curriculum.
- To develop a Sustainable Transport Plan for staff and parents that addresses the following:
 - States formally, in writing that the school, preschool or childcare centre supports the use of public and active transport and encourages families to leave their car at home.
 - States formally, in writing that students are discouraged from driving to school.
 - Identification of nearby public transport options.
 - Identification of safe walking routes.
 - Identification of nearby bicycles facilities.
 - Provides support to walking buses.
 - Provides support to cycling groups.
- To carry out regular travel surveys in order to monitor travel patterns to the school and to develop appropriate strategies in response to overcome barriers and encourage the use of public and active transport.
- To participate in "Ride to School" and "Walk to School" events as a means to encourage active transport options. Schools should consider providing participants with a reward, such as a breakfast event.
- Consideration should be given to setting up temporary in-ground bike skills courses for students to utilise during lunchtimes.
- To develop a Traffic Management Plan for staff and parents that addresses the following:
 - Identifies potential impacts to the surrounding road network, specifically in relation to pedestrian safety and vehicle traffic, and recommends a course of action to address these impacts.
 - Identifies the safe traffic routes to the school, preschool or childcare centre.
 - Identifies the pick-up/ drop-off zone for the school and advises parents of the parking restrictions and rules relating to the management of the pick-up/ drop-off zone.
 - Directs parents who are arriving from multiple directions to park on the correct side of the road, adjacent to the school, preschool or childcare centre, such that children do not have to cross the road.
 - Reminds parents of the rules relating to parking restrictions, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).

- To develop a car pooling database that parents can sign up to and arrange to share lifts with other families.
- To promote the Sustainable Transport Plan and Traffic Management Plan through the school newsletter and website. To promote the Sustainable Transport Plan and Traffic Management Plan in welcome packs which are provided to families new to the school.
- To consider the creation of a road safety committee made up of parents, students and staff, who can be responsible for promoting road safety amongst parents and who can liaise with the other groups (Council, RMS, etc.) who also share responsibility for road safety near schools.

Planning

- To consider "sharing" parking spaces with another nearby property. For example, a nearby business or church may have parking spaces which are under-utilised during the school peak pick-up/ drop-off time.
- To consider the introduction of staggered start and finish times for students in different school years.
- To try to minimise the number of days that students have to bring equipment, instruments and/or books to school with them in order to minimise barriers to active travel.

2.3 Parents/Carers with children attending Ascham

Parents and carers have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Observation and Supervision

- To assist staff to supervise and manage the pick-up/ drop-off zone. Parent supervisors are to encourage parents to move efficiently through the pick-up/ drop-off zone and not to park and loiter for extended periods. Parent supervisors are to encourage parents who are visiting for a longer period or socialising with other parents to park outside the pick-up/ drop-off zone and walk the remaining distance.

Education and Awareness Raising

- To educate and encourage children to utilise the following road safety tips:
 - Utilise designated pedestrian facilities (crossings, refuges, signals) where available. Pedestrians should take care when crossing the road. Cars don't always stop even when they should.
 - Do not cross the road, from between parked vehicles. Children are often too short to be observed by motorists.
 - Where there is a school crossing supervisor, pedestrians must wait on the footpath, at least one step back from the edge of the road, until the school crossing supervisor indicates that it is safe to cross.
- To utilise the following road safety tips:
 - Children aged four years to under seven years must be secured in a forward facing restraint or booster seat.

- Children should always get in and out of the car through the rear kerb side or 'safety door'. Where possible, children should remain in the car until an adult opens the "safety door". This helps ensure that children get out of the car safely.
- Children should be dropped off and picked up from the school's designated pick-up/ drop-off zone, in compliance with the school's road safety procedures and with care and courtesy.
- Children should be met on the school side of the road, preferably at the school gate, particularly in wet weather. Do not wait (in a vehicle or standing) on the opposite side of the road, as this may encourage children to run across the road.
- Parents should not call to their children to from across the road. Children should be taught to wait until parents come to them.
- Children up to at least eight years old should hold an adult's hand in the car park, on the footpath and when crossing the road. Children between eight and at least ten years old should be closely supervised by an adult in the traffic environment and should hold an adult's hand when crossing the road.
- Parents should talk their child through the 'STOP! LOOK! LISTEN! THINK!' routine every time they cross the road together.
- Comply with the Australian Road Rules.
- Comply with reasonable directions made by school crossing supervisors, school-designated parking supervisors, Council Rangers and the NSW Police.
- Comply with 40 km/h School zones which operate 8am to 9.30am and 2.30pm to 4pm on gazetted school days. The 40 km/h speed limit must be observed even if school children are not visible.
- Comply with 40 km/h speed limit for traffic passing a school bus that is pick up or setting down school children.
- Slow down on the approach to pedestrian crossings.
- Do not perform U-turn manoeuvres in the vicinity of the school, including U-turns in driveways.
- Comply with parking restrictions particularly where offences create safety concerns (e.g. parking across a pedestrian crossing, double parking, and parking across a driveway).
- To utilise the following cycling safety tips:
 - Identify safe bicycle routes, preferably on low-trafficked roads.
 - Ensure your child has a helmet that complies with AS 2063.
 - Children under twelve and those adults accompanying them may ride on the footpath, unless there are signs specifically prohibiting cycling.

2.4 Roads and Maritime

Roads and Maritime Services have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To install School Zones adjacent to schools, including the signage, line marking and flashing lights where appropriate.
- To install speed cameras, where appropriate.

- To install pedestrian signals and pedestrian phases at traffic signals.
- To review and modify the traffic signal phasing near schools to ensure it is appropriate to meet the needs of the school, particularly during the morning and afternoon peaks.
- To install appropriate traffic calming on State Roads.
- To install appropriate line marking and signage relating to safety and traffic management on public roads, where it has not been delegated to Council (Section 50 Transport Administration Act 1988).
- To investigate matters, which are outside the delegations to Council, at the request of Council and/ or the school, preschool or childcare centre.

Observation and Supervision

- To provide a school crossing supervisor, where needed.

Education and Awareness Raising

- To continue to provide road safety education materials to be taught as part of the school curriculum.
- To develop general road safety education policies and develop appropriate education materials, which can be utilised at all schools, preschools and childcare centres across the state.

Research

- To continue to fund a Centre for Road Safety, which includes the investigation of safety around schools.

2.5 Education Agencies

The Education Agencies in NSW include the NSW Department of Education and Communities, the Catholic Education Commission NSW, the Association of Independent Schools of NSW and the Office of the Board of Studies NSW.

Education Agencies have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Education and Awareness Raising

- To continue to require road safety education to be part of the school curriculum.

Planning

- To plan new schools, preschools and childcare centres in appropriate locations, taking into consideration the surrounding land use and any traffic or parking management issues in the area.
- To try to avoid placing schools, preschools and childcare in locations which only have access from an arterial road.
- To consider "sharing" parking spaces with another nearby property. For example, a nearby business or church may have parking spaces which are under-utilised during the school peak pick-up/ drop-off time.

2.6 NSW Police

The NSW Police have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Enforcement

- To enforce parking restrictions near schools, preschools and childcare centres, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).
- To enforce traffic restrictions near schools, preschools and childcare centres, particularly where offences create safety concerns (eg. speeding).

2.7 Public Transport Providers

Public Transport providers have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To provide appropriate public transport options to meet the needs of the travelling public, including school children and their parents.

3 Measures to reduce traffic impacts

Ascham School already has in place many of the recommendations included in the draft policy. Management of traffic during morning (0815-0830) and afternoon peak periods (1500-1515) is focused on New South Head Road for Years 3 through 6 (216 students) and Kindergarten through Year 2 (356 students) on Darling Point Road. The Senior School which currently comprises 562 students are not allowed to drop off within the school. In addition the following measures are currently undertaken by Ascham:

Infrastructure and Speed Management

- Ascham provides pedestrian access from all fronting public roads- New South Head Road, Darling Point Road and Ocean Avenue
- Pedestrian access is segregated from vehicular access with clearly defined paths
- Where there is on-site parking, vehicle movements are separated from pedestrian movements by defined pathways, fences etc
- Ascham uses chartered buses or shares the bus services of other schools. Ascham charts the Holdsworth Community bus and Ascham students share both the Scots and Cranbrook bus services.
- The Fiona drop-off /pick-up loop is closely monitored due to it access being directly onto New South Head Road. Following completion of the Duntrim Project, the slight increase in car parking provision on the campus may enable freeing up of some spaces in the Fiona loop for waiting vehicles to improve operations.

Observation and Supervision

- The school allocates and rosters staff to supervise and manage the pick-up/drop-off zone both morning and afternoon each day.

Education and Awareness Training

- Road safety education is taught as part of the school's PDH curriculum
- Regular travel surveys are carried out to monitor travel patterns to the school and develop appropriate strategies in response to overcome barriers and encourage the use of public and active transport
- Regular reminders are sent to parents to remind them of the available public transport facilities
- Surveys are sent to parents to indicate their travel arrangements at the beginning of the year to assist with planning for access
- 'Ride to school' and 'Walk to school' have been planned and undertaken to encourage active transport options. The local cycling infrastructure (cycle paths) however has not been upgraded or developed to facilitate safe cycling to school by students
- The Parents association advocates car-pooling and encourages share lifts with other families.

4 Student and Staff profiles

4.1 Student profile

The current enrolment numbers for 2014 are provided in the table below to provide an indication of the age mix. Numbers may fluctuate from week to week based on family and student circumstance

Class	Number of students	Age of students
Prep	40	4
Kindergarten	61	5
Year 1	59	6
Year 2	62	7
Year 3	65	8
Year 4	66	9
Year 5	80	10
Year 6	89	11
Year 7	111	12
Year 8	89	13
Year 9	92	14
Year 10	106	15
Year 11	85	16
Year 12	99	17
Total	1104	

The current travel mode for each section of the school was determined from the school travel survey:

Morning Arrival	Car	Public Transport	School Bus	Walk
Preschool	95%	0%	0%	5%
Yr K-2 Hillingdon	95%	0%	0%	5%
Yr 3-6 Fiona	55%	30%	10%	5%
Yr 7-12 Senior (Day Girls)	55%	30%	10%	5%
Afternoon Departure	Car	Public Transport	School Bus	Walk
Preschool	95%	0%	0%	5%
Yr K-2 Hillingdon	95%	0%	0%	5%
Yr 3-6 Fiona	55%	30%	10%	5%
Yr 7-12 Senior (Day Girls)	33%	37%	10%	20%

4.2 Staff profile

There is currently 251 staff at Ascham. There is no planned increase in staff numbers. The breakdown is shown in the following table.

Staff	Category	Number
Full time	Teachers	97
	Admin and Maintenance	51
	Boarding Staff	10
	Total	158
Part time	Support staff	88
	Boarding Staff	5
	Total	93

The current mode of travel by staff is provided below:

Staff Travel Mode	%
Car driver	66%
Car passenger	2%
Public transport	23%
Walk	9%

5 Pick-up / drop-off facilities

5.1 Provision of on-site facilities

Students who are driven to/from the school have designated drop-off and pick-up areas. Pick-up/drop-off facilities for each school are shown in Figure 2 and detailed further below.



Figure 2: Ascham pick-up locations

Younger students are more likely to be dropped off and picked up due to their age and the perceived safety concerns from traffic surrounding the school. Therefore Junior School students are picked up and dropped off at internal loops within school grounds at the Hillingdon and Fiona precincts. These students start at 8.20am and finish at 3.10pm.

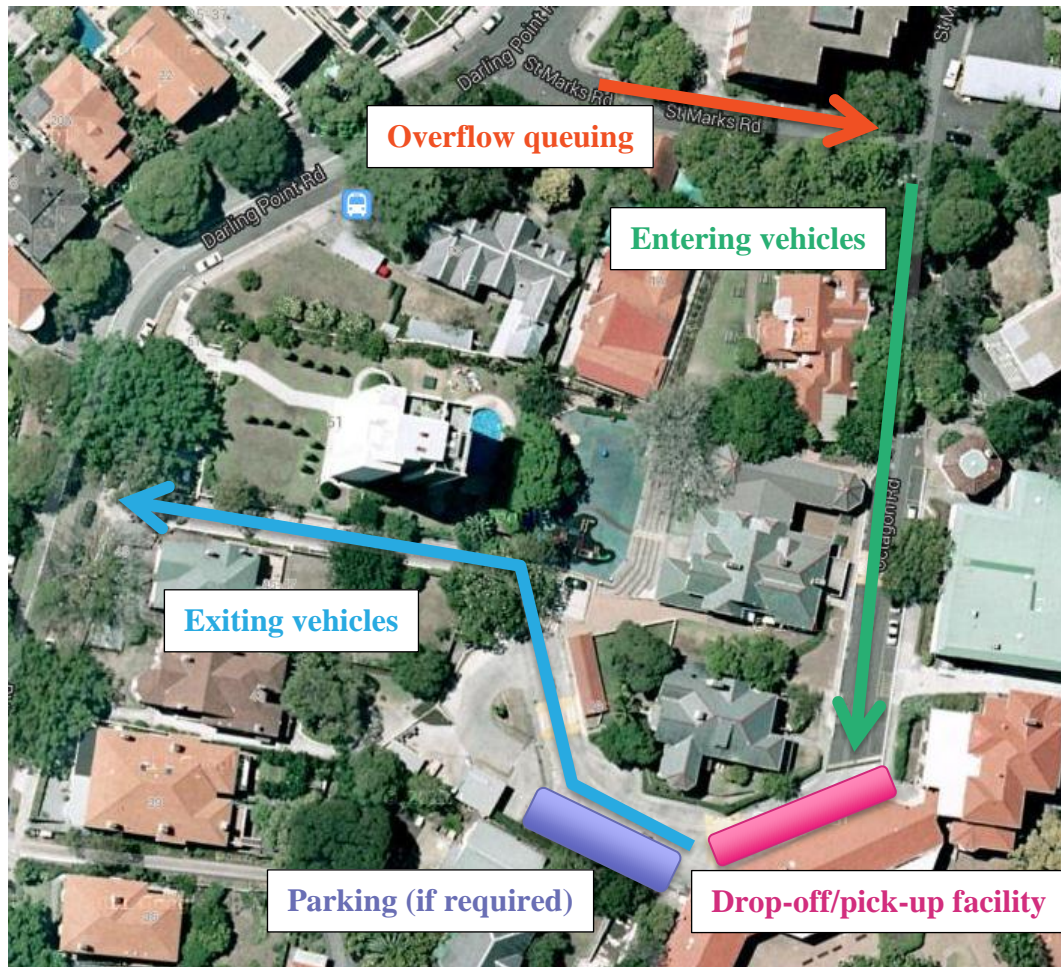
Currently senior students are dropped off and picked up in areas outside the school grounds. The school will now allow senior students to be dropped off and pick-up within the school grounds at one of the two internal loops. The times are before 7.45am for morning drop-off and after 3.40pm for pick-up. The school will reinforce the message to parents and carers that informal arrangements for pick-up/drop-off on local nearby streets cannot continue.

Information will be given to parents to encourage earlier arrival of students in the morning and staggered finish times in the afternoon. The Ascham Transport Management Policy is contained in Appendix A.

5.1.1 Preparatory/Kinder Infant School (Hillingdon)

The largest drop-off / pick-up facility is provided for the Hillingdon School. Hillingdon School includes students from the Infant schooling years, which includes Preschool, and Kindergarten to Year 2. It is estimated that approximately 210 cars will drop-off in the morning and pick-up in the afternoon.

Access to the drop-off/pick-up facility is one-way from St Marks Road. Vehicles enter via the northern gate and then proceed to the exit gate at Darling Point Road (of which the intersection allows all movements).



The capacity at the pick-up/drop-off facility is dictated by the four vehicle loading spaces at one time. There is queue space available within the site (from the entry gate to the drop off facility) for approximately 16 vehicles to queue while the pick-up bays are occupied. There would also likely be no impact from egressing vehicles as there is queue space of approximately 20 vehicles from the exit gate.

Drop-off occurs simply by drivers approaching the first available space and unloading children. Parents are advised not to get out and continue to move on as soon as their child leaves the vehicle.

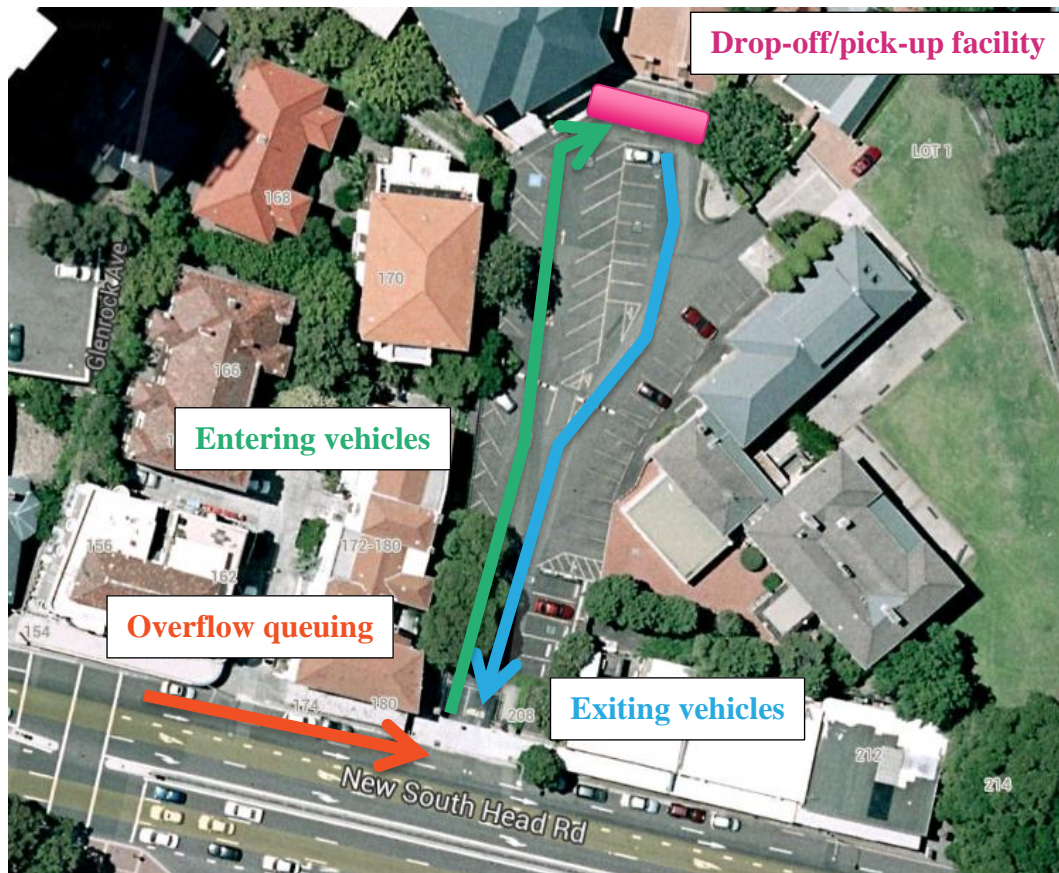
For pick-up, parents have a number displayed on their dashboard, which corresponds to the student being picked-up. A staff member calls out the student with the number displayed to ensure efficient pick-up occurs.

Senior school students will be able to use the Hillingdon loop for drop-off prior to 7.45am and pick-up after 3.40pm so that there is no overlap with the infant school drop-off and pick-up.

5.1.2 Junior/Primary School (Fiona)

Fiona School students are picked up and dropped within the school grounds. The Fiona School includes students from the Primary schooling years, which includes Year 3 to Year 6. It is estimated that approximately 120 cars will drop-off in the morning and pick-up in the afternoon.

Access to the drop-off/pick-up facility is via a two-way access onto New South Head Road (of which the intersection allows left-in/left-out only).



The capacity at the pick-up/drop-off facility is dictated by the two vehicle loading spaces at one time. There is queue space available within the site (from the entry gate to the drop off facility) for approximately 13 vehicles to queue while the pick-up bays are occupied. There would also likely be no impact from egressing vehicles as there is queue space of approximately 13 vehicles from the exit gate.

Senior school students will be able to use the Fiona loop for drop-off prior to 7.45am and pick-up after 3.40pm so that there is no overlap with the junior school drop-off and pick-up.

Drop-off and pick-up occurs similarly to Hillingdon facility.

5.1.3 Senior High School

Approval has been given by the Senior Executive of the school for the introduction of a formalised procedure for the senior school pick-up/drop-off. This is in addition to the procedures already in place for the Hillingdon Prep and Fiona Junior school. The plan is to use both the St. Marks road entry and the New South Head Road entry at times which do not impact on the Hillingdon or Fiona carlines. The times are before 7.45am for morning drop-off and after 3.40pm for pick up. The school will reinforce the message to parents and carers that informal arrangements for pick-up/drop-off on local nearby streets cannot continue.

The future senior school drop-off in the morning of approximately 200 cars occurs prior to the infant school drop-off which caters for a similar number. The senior school pick-up in the afternoon is anticipated to generate about 140 cars which occurs after the junior school pick-up of about 120 cars. This means that there is adequate capacity in each of the school loops to accommodate the senior school activity.

Parents are strongly discouraged from stopping along New South Head Road as clearways often operate during school drop-off and pick-up times. Public buses also use New South Head Road.

5.2 Safe management of facilities

Staff manage each of the pick-up/drop-off facilities in the morning and afternoon. Staff members are rotated on a roster, similarly to playground duty. There are up to three staff members at each facility, which manage traffic flow and students during the morning/ afternoon.

The school will be using security guards to manage and monitor pick-up/drop-off to supplement the staff that are already rostered for Fiona and Hillingdon car lines.

Operational times in the morning drop-off are 7.30am to 8.30am. In the afternoon, operational times are 3.00pm until 4.00pm. These times ensure that students have all been picked up and traffic flows are monitored correctly.

School starts at 8.20am with nominal finishing times staggered up to 3.30pm:

- Years 3-4 finish at 3.05pm
- Years 5-6 finish at 3.15pm
- Senior School (Years 7-12) finish at 3.30pm

6 Travel demand management

Travel demand management measures, such as Work Place Travel Plans (WPTP) and carpooling, can be implemented to ensure full information regarding future site sustainable access and public transport access options is available to all site users.

The suburb data for students indicates that almost 20% of students live within 1km of the school and could walk.

6.1.1 Car Pooling

Carpooling is an effective measure to reduce the reliance on private vehicle access to the site. Staff would register their interest in carpooling by indicating where they live and their shift times to be matched with like travellers.

6.1.2 Bicycle Policy

The school has adopted a bicycle policy which encourages staff and senior students to ride a bicycle to and from school. There are adequate shower/change facilities throughout the campus in Wallis House, Glenrock, MPB, Gym, Arts/Language and Fiona. The Fiona Junior and Hillingdon Prep schools have been excluded from this for safety reasons. Bicycle parking facilities will be available for students and staff who choose to ride.

6.1.3 Bus Services

Ascham uses chartered buses or shares the bus services of other schools. Ascham charts the Holdsworth Community bus and Ascham students share both the Scots and Cranbrook bus services.

6.1.4 Workplace Travel Plan

The implementation of a Work Place Travel Plan (WPTP) would contribute to reducing parking demand, particularly for staff, and encourage other forms of transport to the site. The Premier's Council for Active Living (PCAL) describes the three key objectives for a WPTP as follows:

- To reduce the need to travel
- To improve non-car travel methods
- To ensure the most efficient use of car parking spaces

The WPTP should be tailored to suit the specific requirements of site users.

Framework objectives and measures for the preparation of a WPTP for the development include the following:

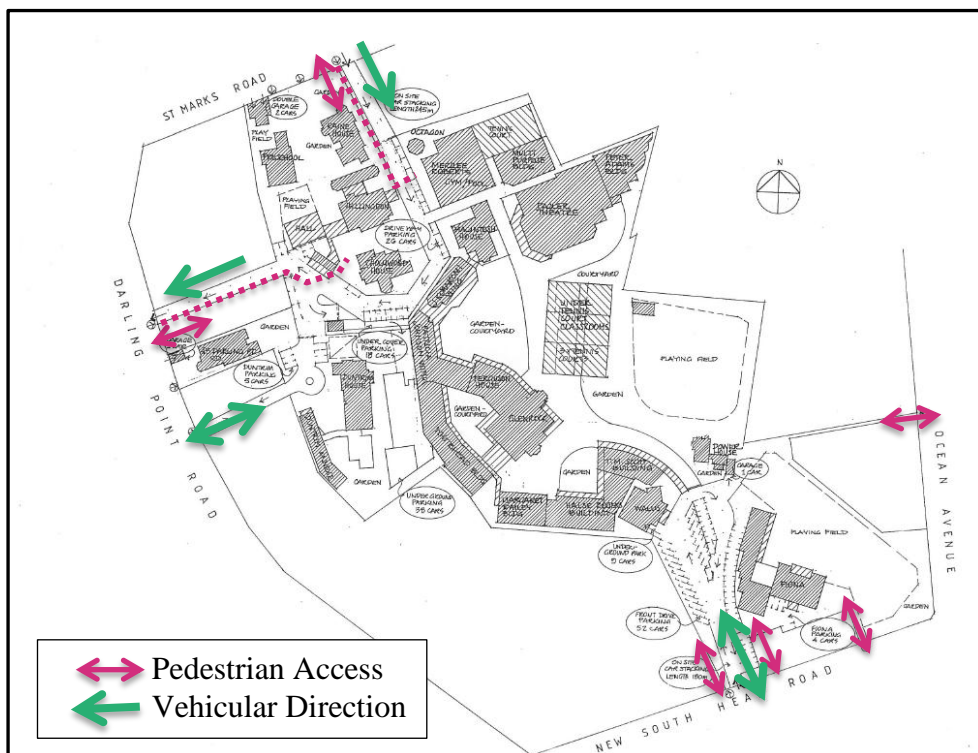
- Increase of travel choices for employees, with an emphasis on improving access by sustainable modes of transport;
- Encouragement of high mode share to sustainable modes from private vehicle usage;
- Reduce the number of car journeys associated with business travel by staff and visitors with communication technologies;
- Raising awareness of sustainable transport amongst staff with travel guides (online and print planners);
- Facilitation of the sustainable and safe travel of new employees;
- Utilising the close proximity to the train station with train / bus reimbursement schemes and services tailored to suit employee's needs;
- Ensuring adequate end-trip facilities are provided at the site to enable staff and visitors to commute by active transport modes;
- Implementation of ride sharing and car sharing schemes; and
- Encouragement of carpooling and off-peak travel

The development of the WPTP would be undertaken using the above framework, considering Woollahra Council's objectives to encourage less traffic in the area and create pedestrian friendly precincts. With the appropriate framework in place, implementation of a detailed and targeted WPTP for the eventual occupants of the buildings will be more effective.

7 Safe management of pedestrians

The key roads surrounding Ascham School are New South Head Road, Ocean Street/Avenue and Darling Point Road. Pedestrians are separated from vehicles when accessing the school.

- New South Head Road provides the main pedestrian access to the school. Pedestrians have separate access points and paths either side of the vehicular access. Access across New South Head Road is summarised below:
 - A midblock signalised pedestrian crossing is provided so that students are able to cross from the Edgecliff interchange to the school entry.
 - Signalised pedestrian crossings are provided on all approaches at the New South Head Road at the Ocean Street/Avenue intersection.
 - Signalised pedestrian crossings are also provided on the east-west crossings of Darling Point Road and New South Head Road.
- Ocean Avenue has a Senior School access, located between two apartment buildings.
- Darling Point Road provides pedestrian access via the Octagonal road driveway and a separate footpath is provided along the southern side of the access road.
- St Marks Road provides a pedestrian access and a separate footpath along the western side of the access road.



Appendix A

Ascham Transport Management Policy

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Purpose and principles

Ascham School respectfully requests the Ascham community to consider the safety of students, the environment, the local traffic conditions and the amenity and rights of local residents when deciding how to travel to and from Ascham.

- Ascham encourages students to travel to and from school whenever possible by public transport, private buses, bicycle or walking
- Ascham provides restricted campus access for parent/guardian vehicles for the purposes of student drop off/pick up during regulated hours
- Students are prohibited from driving to school
- On-campus parking is available for staff on an allocated or balloted basis (refer Parking Policy).

General policies

Transport

Ascham is well served by public transport. Accordingly students and staff are encouraged to travel to and from school by public transport.

- Trains and buses: Edgecliff railway station and bus terminal are opposite the School's main entrance on New South Head Road
- Ferries: Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves
- Private buses: A number of private bus services are available to students either run by Ascham or nearby schools.

Ascham encourages students and staff to walk or bicycle to school. Bicycle storage racks are located across the campus and showers and change facilities are also available.

Vehicle movements on campus

- Parent/guardian vehicular access to the Ascham campus is limited to the times specified below according to the section of the school the student attends
- For the safety of students and pedestrians all vehicles must observe the 10kph speed limit and the stop signs and the traffic calming devices when exiting
- 'No stopping/no standing/no parking' signs are there for safety reasons and must be observed
- There is no stopping on pedestrian crossings
- Surveillance cameras record all traffic movements on campus.

Parking

- On-campus parking is available for staff on an allocated or balloted basis (refer Parking Policy)
- Hourly or all-day parking is available at the Eastpoint Food Fair opposite Ascham on New South Head Road
- Parents visiting out of school hours (before 7am and after 4pm) or during the weekend or in vacation times may park in the school grounds in the designated parking spaces only
- Members of the Ascham community are discouraged from parking on local streets.

Senior School

All Senior School girls are encouraged to travel to and from school by public transport. Edgecliff railway station and bus terminal are opposite the School's main entrance in New South Head Road. Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves.

In addition to the excellent local public transport, a number of **private bus services** are available. These are as follows:

- Randwick via Centennial Park and Bellevue Hill - Holdsworth bus service. For details of the current bus route please contact Joe at the Holdsworth Centre, phone 9302 3605
- Inner West and North Shore - Cranbrook School operates services from the Inner West and North Shore which pass by Ascham on the way to and from Cranbrook and are available to our students. The Inner West service starts at Birchgrove and goes via Central Station. The North Shore service starts at Seaforth. The details of the routes, timetables and prices together with application forms are [here](#)
- The Scots College bus service - Scots runs a large number of bus services which pass by Ascham and are available to our students. The details of the routes, timetables and prices together with application forms are [here](#).

Travelling by car

As the School is situated on a busy road (New South Head Road entrance) and in an area with many apartment buildings (St Mark's Road entrance) it is very important to be considerate of traffic flow and our neighbours' ease of movement.

Parents of Senior School students may use both the St. Marks Road entry and the New South Head Road entry for drop-off or pick-up at times which do not impact on the Hillingdon or Fiona carlines.

AT ALL TIMES:

- There is a **10kph** speed limit in the School grounds
- Do not block any of the pedestrian crossings as they are in constant use
- Do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds.

The front drive (New South Head Road)

- Senior School girls may be driven into the School, however, the latest time for Senior School drop off in the front drive is 7.45am
- After 7.45am only those cars with specific Fiona identification will be allowed in
- Girls can be picked up in the front drive between 3.45pm and 4.15pm. There can be no waiting in the school driveway or on New South Head Rd obstructing traffic.

St Marks Road entrance (Octagon Road)

- Senior School parents may enter until 7.45am. Please remember this is a boarding area of the School and the speed limit is 10 kilometres per hour. Girls may **only** be dropped off near the kitchen/dining room
- It is essential that Senior School parents do not attempt to use the St Marks Road entrance after 7.45am or the whole Preparatory School program will be disrupted. After 7.45am only those cars with specific Hillingdon identification will be allowed in
- Senior School girls can be picked up from the area near the kitchen after 3.45pm. There can be no waiting on the School roadway obstructing traffic.

Fairy Walk

For girls walking to and from school, Fairy Walk is open from 7.30am - 9am and from 2.30pm - 6pm

Areas not to be used for drop off

- New South Head Road
- St Marks Road
- Ocean Avenue
- Do not park in any private parking spaces or across driveways.

Bicycles

Students are encouraged to ride to school. Bicycle racks are provided near the Fiona entry and under the Tennis Courts. Shower and change facilities are available in the gym.

Student Drivers

The School does not allow students to drive to school.

Fiona (Years 3 – 6)

Fiona girls, especially girls in Years 5-6, are encouraged to travel to and from school by public transport.

Edgecliff railway station and bus terminal are opposite the School's main entrance in New South Head Road. Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves.

In addition to the excellent local public transport, a number of **private bus services** are available. These are as follows:

- Randwick via Centennial Park and Bellevue Hill - Holdsworth bus service. For details of the current bus route please contact Joe at the Holdsworth Centre, phone 9302 3605.
- Inner West and North Shore - Cranbrook School operates services from the Inner West and North Shore which pass by Ascham on the way to and from Cranbrook and are available to our students. The Inner West service starts at Birchgrove and goes via Central Station. The North Shore service starts at Seaforth. The details of the routes, timetables and prices together with application forms are [here](#)
- The Scots College bus service - Scots runs a large number of bus services which pass by Ascham and are available to our students. The details of the routes, timetables and prices together with application forms are [here](#).

Travelling by car

As the School is situated on a busy road (New South Head Road entrance) and in an area with many apartment buildings (St Marks Road entrance) it is very important to be considerate of traffic flow and our neighbours' ease of movement.

Fiona Carline procedures

AT ALL TIMES:

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the carline. Adherence to these rules will also assist with an efficient pick-up and drop-off.

- The carline is to be used like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty
- Stay in the queue and move forward as a space becomes available
- Drivers must remain in the car while in the carline; no-one is to leave the car – even momentarily – while it is in the carline
- There is a **10kph** speed limit in the School grounds
- Please do not block any of the pedestrian crossings as they are in constant use
- Please do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds
- Please do not block New South Head Road or the exit driveways of the neighbouring apartments.

MORNING PROCEDURES:

The front drive (New South Head Road)

- Fiona girls may be driven into the front drive of the School
- Fiona supervision begins at **8am**
- All Fiona girls should arrive by 8.15am in time to prepare for class that begins at 8.20am
- A staff member is on duty at the car line until 8.20am
- Girls who are late for any reason and arrive after 8.30am need to report to the Fiona office to be signed in on arrival.

St Marks Road entrance (Octagon Road)

- Fiona parents may enter via St. Marks Road. Please remember this is a boarding area of the School and the speed limit is 10 kilometres per hour. Fiona girls may **only** be dropped off near the kitchen/dining room.

AFTERNOON PROCEDURES:

The front drive (New South Head Road)

- Collection times:
 - Years 3 and 4 3.05pm
 - Years 5 and 6 3.15pm
- If you arrive early please drive around again. There can be no waiting in the School driveway or on New South Head Rd obstructing traffic
- Parents in the car line need to display a name card and remain in their car at all times, so as not to slow down the carline. We ask parents to be mindful of not blocking traffic on New South Head Road
- After-school departure supervision for Fiona girls concludes at 3.40pm at White Gate.

Bus/train line

The bus/train line assembles outside Wallis Reception and the girls are taken across to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm. The Holdsworth bus girls wait in the Norah Street Library in Fiona until the driver collects them.

Walkers

'Walkers' assemble near the Fiona building verandah steps and leave Fiona with a staff member via the pedestrian gate near the playground equipment. At approximately 3.20pm, a teacher escorts the girls to the corner of Ocean Ave and New South Head Rd from where girls are dismissed and cross the road or head down Ocean Ave, to walk home. Parents in cars may not take children out of the 'Bus/Train' or 'Walkers' groups part way along the journey.

Girls waiting for older sisters from the Senior School

Girls waiting for older sisters are to be collected no later than 3.45pm from supervision in the Norah Street Library in Fiona. Any girls not collected at White Gate by 3.40pm will be taken to the Fiona Reception where parents will be telephoned.

After school care

After School Care is available for all Fiona girls for occasions when parents know they cannot collect girls by 3.40pm, or in an emergency. For bookings, phone Belinda Bedingfield on 0408 273 366.

Hillingdon (Prep to Year 2)

Hillingdon Carline procedures

AT ALL TIMES:

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the carline. Adherence to these rules will also assist with an efficient pick-up and drop-off.

- The carline is to be used like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty
- Stay in the queue and move forward as a space becomes available
- Drivers must remain in the car while in the carline; no-one is to leave the car – even momentarily – while it is in the carline
- There is a **10kph** speed limit in the school grounds
- Please do not block any of the pedestrian crossings as they are in constant use
- Please do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds
- Please do not block the entry to Octagon Road or the exit driveways of the neighbouring apartments
- All Hillingdon cars should keep to the right side of the School road (Octagon Road)
- Please do not overtake queuing cars that are waiting for a clear road ahead at the entry and exit points listed above.

MORNING PROCEDURES:

- Hillingdon supervision begins at **8am**
- Please do not arrive before 8am as it blocks the carline for through traffic and staff members
- Girls should not be left unsupervised on the carline before 8am
- All Kindergarten, Year 1 and Year 2 girls should arrive by 8.25am in time to prepare for their lessons that begin at 8.30am
- Prep girls should arrive by 8.55am for the commencement of their classes at 9am
- A staff member is on duty at the carline until 9am
- Girls who are late for any reason and arrive after 9am need to report to the Hillingdon office to be signed in on arrival
- Once the teacher on carline duty is sighted, girls should alight quickly and walk along the path to the playground
- Children's school bags and other items need to be with children in the car, **not** in the boot. Please do not ask children to get school bags in or out of the boot, nor should adults leave the car to do so
- Cars should be able to leave in 'batches' of four or five provided the children are ready with their bags and alight vehicles promptly
- Those with two-door vehicles only should alight to allow the children to get out on the right hand side
- Children are not permitted to alight on their own from the left hand side of the car.

AFTERNOON PROCEDURES:

- Parents in the carline need to display a name card and remain in their car at all times, so as not to slow down the carline. Your Hillingdon child will be directed to your car by a teacher. Please cooperate with staff directions and comply with parking signs
- Collection times:
 - Prep 2.30pm
 - Kindergarten 2.40pm
 - Year 1 2.50pm
 - Year 2 3pm
- If you arrive early please drive around again. Cars waiting in St Marks Road or inside Ascham before the class collection time cause a bottleneck and inconvenience everyone else.

[After school care](#)

After School Care is available for all Hillingdon girls for occasions when parents know they cannot collect girls by 3.20pm, or in an emergency. For bookings, phone Belinda Bedingfield on 0408 273 366.

APPENDIX B

ARUP Operational Transport Management Plan

(Fiona Redevelopment)

Ascham School

**Ascham School Fiona School
Redevelopment**

**Operational Transport Management
Plan**

Final | 9 July 2021

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 280586-00

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Document verification

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Appendices

Appendix A

Ascham School Transport Management Policy

1 Introduction

Ascham School is located in Edgecliff, in Sydney's Eastern Suburbs, directly opposite Edgecliff Station as shown in Figure 1. Ascham School is a non-selective day and boarding school for girls. The school is separated into three distinct schools known as Preparatory (Hillingdon), Junior (Fiona) and Senior School. Student numbers are limited to a self-imposed cap of 1,240 students, inclusive of boarders, and a population staff cap of 255. The average number of Junior students (Years 3 to 6) at the Fiona building is 290 students.

This Operational Transport Management Plan (OTMP) defines the roles and responsibilities of the school, Woollahra Municipal Council, parents and carers of students attending the school and the various government agencies for management of access to the school for all modes of transport. The scope of this OTMP is the Fiona Building redevelopment. The OTMP for the wider Ascham School is consistent with the *Ascham School Operational Transport Management Plan* (Arup, 2014).

An aerial photograph showing the location of the Fiona Building within Ascham School is shown in Figure 1.



Figure 1: Site location – Fiona Building

Source: SIX Maps (2021)

2 Responsibilities

The *Traffic Management and Parking near Schools Policy, 2013* from Woollahra Municipal Council (WMC) outlines a number of school 'responsibilities' that are not reflected in *State Environmental Planning Policies (SEPP)*, the *WMC Local Environment Plan (LEP) 1995* or the *WMC Educational Establishments Development Control Plan (DCP) 2012*.

The following sections are extracted from the policy, which outline the responsibilities of various authorities and stakeholders. Responsibilities for each section have been reviewed for particular relevance to Ascham School.

2.1 Woollahra Municipal Council (WMC)

WMC has the following responsibilities with regard to traffic and parking management measures near schools, and childcare centres:

Infrastructure & Speed Management

- To analyse statistical traffic information such as crash data, vehicle volume counts and speed counts to help determine if there are any specific infrastructure or speed management measures required.
- To undertake road safety audits near schools, in consultation with the school staff and parent groups. The road safety audit should be based on a risk minimisation strategy (rather than responding solely to historical accident statistics).
- To install appropriate local area traffic management and traffic calming, subject to prioritisation through the annual traffic strategy review process.
- To install appropriate line marking and signage relating to safety and traffic management on public roads, in accordance with the delegation from Transport for NSW (Section 50 *Transport Administration Act 1988*).
- To refer relevant traffic and parking matters to the Woollahra Traffic Committee.
- To refer relevant matters, which are outside the delegations to Council, to Transport for NSW for further investigation.
- To install appropriate on-street pick-up/drop-off parking restrictions for schools. The pick-up/drop-off zone should be on the school side of the road, as far as possible. Where a school has multiple entrances, the pick-up/drop-off zone should be on the least busy road.
- To install Bus Zone signage and bus stop furniture, where appropriate. The Bus Zone should be located as close to the school or childcare centre as practical. If feasible, the Bus Zone (inbound and outbound) should be located on the school, or childcare centre side of the road. If this cannot be achieved, where possible, a pedestrian crossing should be provided to the other side of the road to provide access to the Bus Zone.
- To identify locations near a school, where appropriate, which provide larger quantities of parking. This allows parents to park and walk the final part of the

journey to school (e.g. within a Council park, shopping centre, community centre).

- To provide safe and accessible footpaths for pedestrians.
- To provide safe bicycle facilities, in accordance with the Woollahra Bicycle Strategy.
- To provide adequate street lighting, particularly at pedestrian facilities.
- To undertake road pavement reconstruction where the road surface is unsafe or in poor condition, in accordance with the priorities outlined in the capital works program.
- To trim street trees, where appropriate, which impact on sight distance to pedestrians.

Education and Awareness Raising

- To provide information on Council's website regarding the operation of the Woollahra Traffic Committee and school road safety tips for use near schools.

Enforcement

- To allocate Council Rangers and Parking Patrol Officers to enforce parking restrictions near schools, and childcare centres, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).

Planning

- To develop, review and impose appropriate planning controls, including an Education Establishments Development Control Plan.

2.2 Ascham School

Schools including Ascham School have the following responsibilities regarding traffic and parking management measures near their premises:

Infrastructure & Speed Management

- To provide appropriate pedestrian access, generally to all frontages that adjoin the public road. All pedestrian accesses should be segregated from vehicular access with clearly defined paths.
- To provide driveway accesses which ensure adequate pedestrian sight lines.
- If there is on-site parking, all vehicle movements should be separated from pedestrian movements by fencing, defined pathways, gates or other means.
- To provide on-site bicycle parking for staff and students.
- To consider the provision of school owned or chartered buses to transport students to and from school.
- To assist Council staff by providing feedback on road safety audit questionnaires.
- To provide observational advice and work with Council staff when they are undertaking a road safety audit near schools.

- To make recommendations to Council on the school 's desired pick-up/drop-off zone parking restrictions (e.g. No Parking, 5 Minute Parking or 15 Minute Parking restrictions). Note: the length of the pick-up/drop-off zone will not generally be increased. This reflects the objective for Council to balance the needs of the school with the needs of local residents.

Observation and Supervision

- To allocate staff to supervise and manage the pick-up/drop-off zone. This may be undertaken in conjunction with parent supervisors. Staff are to encourage parents to move efficiently through the pick-up/drop-off zone and not to park and loiter for extended periods.
- Staff are to encourage parents who are visiting for a longer period or socialising with other parents to park outside the pick-up/drop-off zone and walk the remaining distance.

Education and Awareness Raising

- To continue to provide road safety education as part of the school curriculum.
- To develop a Sustainable Transport Plan for staff and parents that addresses the following:
 - States formally, in writing that the school, or childcare centre supports the use of public and active transport and encourages families to leave their car at home.
 - States formally, in writing that students are discouraged from driving to school.
 - Identification of nearby public transport options.
 - Identification of safe walking routes.
 - Identification of nearby bicycles facilities.
 - Provides support to walking buses.
 - Provides support to cycling groups.
- To carry out regular travel questionnaires in order to monitor travel patterns to the school and to develop appropriate strategies in response to overcome barriers and encourage the use of public and active transport.
- To participate in "Ride to School" and "Walk to School" events as a means to encourage active transport options. Schools could consider providing participants with a reward, such as a breakfast event.
- Consideration should be given to setting up temporary in-ground bike/scooter skills courses form students to utilise during lunchtimes.
- To develop a Traffic Management Plan for staff and parents that addresses the following:
 - Identifies potential impacts to the surrounding road network, specifically in relation to pedestrian safety and vehicle traffic, and recommends a course of action to address these impacts.
 - Identifies the safe traffic routes to the school.

- Identifies the pick-up/drop-off zone for the school and advises parents of the parking restrictions and rules relating to the management of the pick-up/drop-off zone.
- Reminds parents of the rules relating to parking restrictions, particularly where offences create safety concerns (e.g. parking across a pedestrian crossing, double parking, parking across a driveway).
- To develop a car pooling database that parents can sign up to and arrange to share lifts with other families.
- To promote the Sustainable Transport Plan and Traffic Management Plan through the school newsletter and website. To promote the Sustainable Transport Plan and Traffic Management Plan in welcome packs which are provided to families new to the school.
- To consider the creation of a road safety committee made up of parents, students and staff, who can be responsible for promoting road safety amongst parents and who can liaise with the other groups (Council, Transport for NSW, etc.) who also share responsibility for road safety near schools.

Planning

- To consider "sharing" parking spaces with another nearby property. For example, a nearby business or church may have parking spaces which are under-utilised during the school peak pick-up/drop-off time.
- To consider the introduction of staggered start and finish times for students in different school years.
- To try to minimise the number of days that students have to bring equipment, instruments and/or books to school with them in order to minimise barriers to active travel.

2.3 Parents/carers of students attending Ascham School

Parents and carers have the following responsibilities with regard to traffic and parking management measures near the schools:

Observation and Supervision

- To assist staff to supervise and manage the pick-up/drop-off zone. Parent supervisors are to encourage parents to move efficiently through the pick-up/drop-off zone and not to park and loiter for extended periods. Parent supervisors are to encourage parents who are visiting for a longer period or socialising with other parents to park outside the pick-up/drop-off zone and walk the remaining distance.

Education and Awareness Raising

- To educate and encourage children to utilise the following road safety tips:
 - Utilise designated pedestrian facilities (crossings, refuges, signals) where available. Pedestrians should take care when crossing the road. Cars don't always stop even when they should.

- Do not cross the road, from between parked vehicles. Children are often too short to be observed by motorists.
- Where there is a school crossing supervisor, pedestrians must wait on the footpath, at least one step back from the edge of the road, until the school crossing supervisor indicates that it is safe to cross.
- To utilise the following road safety tips:
 - Children aged four years to under seven years must be secured in a forward-facing restraint or booster seat.
 - Children should always get in and out of the car through the rear kerb side or 'safety door'. Where possible, children should remain in the car until an adult opens the "safety door". This helps ensure that children get out of the car safely.
 - Children should be dropped off and picked up from the school's designated pick-up/drop-off zone, in compliance with the school's road safety procedures and with care and courtesy.
 - Children should be met on the school side of the road, preferably at the school gate, particularly in wet weather. Do not wait (in a vehicle or standing) on the opposite side of the road, as this may encourage children to run across the road.
 - Parents should not call to their children to from across the road. Children should be taught to wait until parents come to them.
 - Children up to at least eight years old should hold an adult's hand in the car park, on the footpath and when crossing the road. Children between eight and at least ten years old should be closely supervised by an adult in the traffic environment and should hold an adult's hand when crossing the road.
 - Parents should talk their child through the 'STOP! LOOK! LISTEN! THINK!' routine every time they cross the road together.
 - Comply with the Australian Road Rules.
 - Comply with reasonable directions made by school crossing supervisors, school-designated parking supervisors, Council Rangers and the NSW Police.
 - Comply with 40 km/h School Zones which operate 8am to 9.30am and 2.30pm to 4pm on gazetted school days. The 40 km/h speed limit must be observed even if school children are not visible.
 - Comply with 40 km/h speed limit for traffic passing a school bus that is pick up or setting down school children.
 - Slow down on the approach to pedestrian crossings.
 - Do not perform U-turn manoeuvres in the vicinity of the school, including U-turns in driveways.

- Comply with parking restrictions particularly where offences create safety concerns (e.g. parking across a pedestrian crossing, double parking, and parking across a driveway).
- To utilise the following cycling safety tips:
 - Identify safe bicycle routes, preferably on low-trafficked roads.
 - Ensure your child has a helmet that complies with AS2063.
 - Children under twelve and those adults accompanying them may ride on the footpath, unless there are signs specifically prohibiting cycling.

2.4 Transport for NSW

Transport for NSW have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To install School Zones adjacent to schools, including the signage, line marking and flashing lights where appropriate.
- To install speed cameras, where appropriate.
- To install pedestrian signals and pedestrian phases at traffic signals.
- To review and modify the traffic signal phasing near schools to ensure it is appropriate to meet the needs of the school, particularly during the morning and afternoon peaks.
- To install appropriate traffic calming on State Roads.
- To install appropriate line marking and signage relating to safety and traffic management on public roads, where it has not been delegated to Council (Section 50 *Transport Administration Act 1988*).
- To investigate matters, which are outside the delegations to Council, at the request of Council and/or the school.

Observation and Supervision

- To provide a school crossing supervisor, where needed.

Education and Awareness Raising

- To continue to provide road safety education materials to be taught as part of the school curriculum.
- To develop general road safety education policies and develop appropriate education materials.

Research

- To continue to fund a Centre for Road Safety, which includes the investigation of safety around schools.

2.5 Education Agencies

The Education Agencies in NSW include the NSW Department of Education, the Catholic Schools NSW, the Association of Independent Schools of NSW and the NSW Education Standards Authority.

Education Agencies have the following responsibilities with regard to traffic and parking management measures near schools:

Education and Awareness Raising

- To continue to require road safety education to be part of the school curriculum.

Planning

- To plan new schools, preschools and childcare centres in appropriate locations, taking into consideration the surrounding land use and any traffic or parking management issues in the area.
- To consider "sharing" parking spaces with another nearby property. For example, a nearby business or church may have parking spaces which are under-utilised during the school peak pick-up/drop-off time.

2.6 NSW Police

The NSW Police have the following responsibilities with regard to traffic and parking management measures near schools:

Enforcement

- To enforce parking restrictions near the school, particularly where offences create safety concerns (e.g. parking across a pedestrian crossing, double parking, parking across a driveway).
- To enforce traffic restrictions near the school, particularly where offences create safety concerns (e.g. speeding).

2.7 Public Transport Providers

Public transport providers have the following responsibilities with regard to traffic and parking management measures near the school:

Infrastructure & Speed Management

- To provide appropriate public transport options to meet the needs of the travelling public, including school children and their parents.

3 Measures to reduce traffic impacts

Ascham School presently uses several measures to encourage the use of sustainable transport modes and manage current traffic operation activities. These measures are detailed below.

Traffic management

- Management of traffic during morning peak periods (Fiona: 7.30am – 8:30am – Security Officer and Fiona Staff; Hillingdon: 7.45am – 9am – Security Officer and Hillingdon Staff) and afternoon peak periods (Hillingdon: 2:30pm – 3:15pm – Hillingdon Staff; Fiona: 3:00pm – 3:45pm – Fiona Staff and Security Officer) is focused on K-1 through to Year 2 students on Darling Point Road and Years 3 through 6 on New South Head Road.
- The Senior School students are not allowed to be dropped off or picked up within the school. Instead, Senior School students are encouraged to travel via public transport.
- Students are not permitted to drive to School / nor park within Ascham School.

Public transport and Active Transport Management

- Ascham School provides pedestrian access from three public roads - New South Head Road, Darling Point Road and Ocean Avenue. New South Head Road is the main road for access to the Fiona Building.
- Pedestrian access is segregated from vehicular access with clearly defined paths.
- At off-street carparks, vehicle movements are separated from pedestrian movements by defined pathways, fences etc.
- The school has adopted a bicycle policy which encourages staff and senior students to ride a bicycle to and from school.
- Ascham School students are welcome to share both The Scots College and Cranbrook School bus services.

Observation and Supervision

- The school allocates and rosters staff to supervise and manage the pick-up/drop-off zone each day in both before and after-school periods.
Staff member monitors vehicles entering the carpark and calls the student name up to the staff member at the pick-up area where the students are to wait. The student is called out and ready for their parent/ carer by the time they reach the pick-up area.
- The school allocates at least 3 staff members along the driveway on New South Head Road and 4 staff members within the buildings with students to ensure they are on carline promptly.
- During critical peak periods (starting of the school terms) additional staff members are allocated to manage traffic along the main driveway on New South Head Road.

- In addition, the school allocates 1 staff member for the walking group and 1 staff member for students using public transport.

Education and Awareness Training

- Road safety education is taught as part of the school's personal development, health and physical education curriculum.
- Regular travel questionnaires are carried out to monitor travel patterns to the school and to develop appropriate strategies to encourage the use of public and active transport.
- Regular reminders are sent to parents to remind them of the available public transport facilities.
- Questionnaires and notice hubs are sent to parents at the beginning of the year to understand and plan for travel arrangements.
- 'Ride to school' and 'Walk to school' initiatives have been planned and undertaken to encourage active transport options.
- The Parents Association advocates car-pooling and encourages carpooling with other families.

4 Student and staff profiles

4.1 Student profile

The Ascham School student and facility masterplan includes a self-imposed student cap of 1,240 students (inclusive of boarders and spare spaces to cover natural attrition). A typical profile of students is shown in the table below. It is noted that student numbers may fluctuate based on family and student circumstance.

Class	Typical number of students
Prep	40
Year K-2	180
Year 3-6	290
Year 7-12 Senior (Day Girls)	596
Year 12 Senior (Boarders)	134
Total	1,240

School travel questionnaires were conducted to establish the baseline mode share for students at Ascham School as shown below. It is noted that these findings are likely to not account for the impacts of the ongoing COVID-19 pandemic and recent work from home travel patterns.

Morning Arrival	Car	Public Transport	School Bus	Walk
Prep	95%	0%	0%	5%
Yr K-2 Hillingdon	95%	0%	0%	5%
Yr 3-6 Fiona	55%	30%	10%	5%
Yr 7-12 Senior (Day Girls)	55%	30%	10%	5%
Afternoon Departure	Car	Public Transport	School Bus	Walk
Prep	95%	0%	0%	5%
Yr K-2 Hillingdon	95%	0%	0%	5%
Yr 3-6 Fiona	55%	30%	10%	5%
Yr 7-12 Senior (Day Girls)	33%	37%	10%	20%

4.2 Staff profile

As of June 2021, there are currently 254 staff at Ascham School with a cap of 255 staff. The breakdown of staff is shown in the following table.

Category	Number
Teaching	163
Non-teaching	91
Total	254

School travel questionnaires were conducted as part of the *Ascham School Operational Transport Management Plan* (Arup, 2014) to establish the baseline mode share for staff at Ascham School as shown below.

It is noted that these findings are likely to not account for the impacts of the ongoing COVID-19 pandemic and recent work from home travel patterns.

Staff Travel Mode	%
Car driver	66%
Car passenger	2%
Public transport	23%
Walk	9%

5 Pick-up /drop-off facilities

5.1 Provision of on-site facilities

Students who are driven to/from the school have a designated drop-off and pick-up area. Younger students are more likely to be dropped off and picked up due to their age and the perceived safety concerns from traffic surrounding the school. Therefore, Junior students are picked up and dropped off at internal loops within school grounds at the Fiona Building. These students start at 8.20am and finish at 3.10pm and it is estimated that approximately 120 cars will drop-off in the morning and pick-up in the afternoon.

The Fiona Building Redevelopment would include the relocation of the drop-off/pick-up facility southeast of the existing location. The proposed drop-off/pick-up arrangements with the relocation of the drop-off/pick-up area is shown in Figure 2.

Access to the drop-off/pick-up facility would continue to be via a two-way access onto New South Head Road (of which the intersection allows left-in/left-out only).

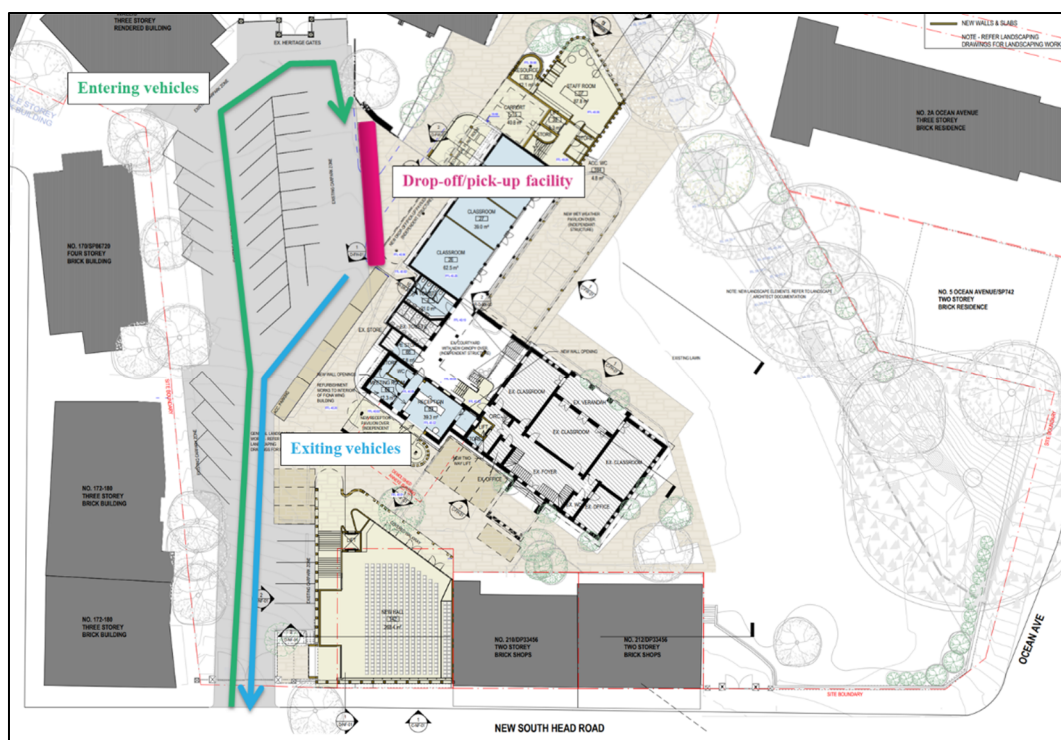


Figure 2 Proposed drop-off/pick-up arrangements

The capacity at the proposed new pick-up/drop-off area is dictated by the number of vehicles loading spaces at one time, (approximately 3 vehicles at one time) with additional space to safely overtake vehicles completing the pick-up / drop-off operation.

The proposed location of the new pick-up / drop-off area increases the capacity within the site for queuing vehicles (from the entry gate to the pick-up / drop-off

area) from approximately 13 vehicles to 16 vehicles to queue while the pick-up bays are occupied.

There would also likely be no impact from egressing vehicles as there is queue space of approximately 10 vehicles from the exit gate.

The Ascham Transport Management Policy which outlines the drop-off/pick-up operations is shown in Appendix A.

5.2 Safe management of facilities

Staff manage each of the pick-up/drop-off facilities in the morning and afternoon. Staff members are rotated on a roster, similarly to playground duty. There are up to three staff members at each facility, which manage traffic flow and students during the morning/afternoon.

The school will be using security guards to manage and monitor pick-up/drop-off to supplement the staff that are already rostered for Fiona Building car lines.

Operational times in the morning drop-off are 7.30am to 8.30am. In the afternoon, operational times are 3.00pm until 4.00pm. These times ensure that students have all been picked up and traffic flows are monitored correctly.

School starts at 8.20am with nominal finishing times staggered up to 3.30pm:

- Years 3-4 finish at 3.05pm
- Years 5-6 finish at 3.15pm

6 Travel demand management

As discussed in Section 3, Ascham School presently uses various measures to encourage the use of sustainable transport modes. Further potential measures to encourage shift to sustainable transport modes are described below to be implemented for students, staff and visitors. These measures are focused on:

- Addressing existing constraints in the active transport network.
- Increasing awareness and reduce barriers to public transport, particularly for older Year 3-6 and Senior Students.
- Reducing private vehicle car usage.

Table 1 Potential measures

Action	Responsibility
Advocate to Transport for NSW and Woollahra Council for improved cycling connectivity at Edgecliff	Ascham School
Integrate a carpool system for staff to facilitate and encourage carpooling	Ascham School
Use marketing to encourage public transport use, such as trip plans to and from major student and staff places of residency	Ascham School

7 Safe management of pedestrians

The main road for access to the Fiona Building is New South Head Road as shown in Figure 3 and Figure 4. Pedestrians are separated from vehicles when accessing the school.

- New South Head Road provides the main pedestrian access to the school. Pedestrians have separate access points and paths either side of the vehicular access. Access across New South Head Road is summarised below:
 - A midblock signalised pedestrian crossing is provided so that students are able to cross from the Edgecliff interchange to the school entry.
 - Signalised pedestrian crossings are provided on all approaches of the New South Head Road/Ocean Street/Ocean Avenue intersection.
 - Signalised pedestrian crossings are also provided on the east-west crossings of Darling Point Road/New South Head Road intersection.

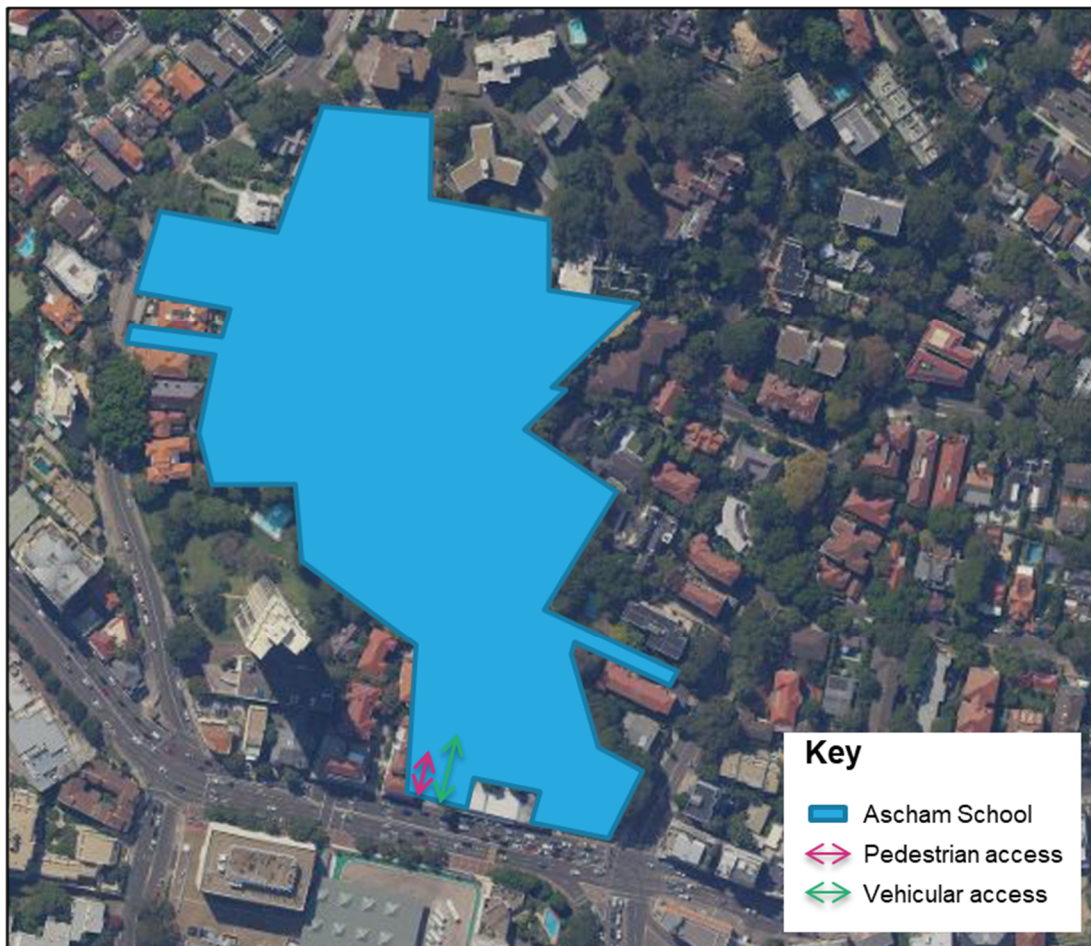


Figure 3 Main accesses to the Fiona Building



Figure 4 Main Entrance – New South Head Road access

Source: Site visit (2021)

Appendix A

Ascham School Transport Management Policy

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Purpose and principles

Ascham School respectfully requests the Ascham community to consider the safety of students, the environment, the local traffic conditions and the amenity and rights of local residents when deciding how to travel to and from Ascham.

- Ascham encourages students to travel to and from school whenever possible by public transport, private buses, bicycle or walking
- Ascham provides restricted campus access for parent/guardian vehicles for the purposes of student drop off/pick up during regulated hours
- Students are prohibited from driving to school
- On-campus parking is available for staff on an allocated or balloted basis (refer Parking Policy).

General policies

Transport

Ascham is well served by public transport. Accordingly students and staff are encouraged to travel to and from school by public transport.

- Trains and buses: Edgecliff railway station and bus terminal are opposite the School's main entrance on New South Head Road
- Ferries: Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves
- Private buses: A number of private bus services are available to students either run by Ascham or nearby schools.

Ascham encourages students and staff to walk or bicycle to school. Bicycle storage racks are located across the campus and showers and change facilities are also available.

Vehicle movements on campus

- Parent/guardian vehicular access to the Ascham campus is limited to the times specified below according to the section of the school the student attends
- For the safety of students and pedestrians all vehicles must observe the 10kph speed limit and the stop signs and the traffic calming devices when exiting
- 'No stopping/no standing/no parking' signs are there for safety reasons and must be observed
- There is no stopping on pedestrian crossings
- Surveillance cameras record all traffic movements on campus.

Parking

- On-campus parking is available for staff on an allocated or balloted basis (refer Parking Policy)
- Hourly or all-day parking is available at the Eastpoint Food Fair opposite Ascham on New South Head Road
- Parents visiting out of school hours (before 7am and after 4pm) or during the weekend or in vacation times may park in the school grounds in the designated parking spaces only
- Members of the Ascham community are discouraged from parking on local streets.

Senior School

All Senior School girls are encouraged to travel to and from school by public transport. Edgecliff railway station and bus terminal are opposite the School's main entrance in New South Head Road. Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves.

In addition to the excellent local public transport, a number of **private bus services** are available. These are as follows:

- Randwick via Centennial Park and Bellevue Hill - Holdsworth bus service. For details of the current bus route please contact Joe at the Holdsworth Centre, phone 9302 3605
- Inner West and North Shore - Cranbrook School operates services from the Inner West and North Shore which pass by Ascham on the way to and from Cranbrook and are available to our students. The Inner West service starts at Birchgrove and goes via Central Station. The North Shore service starts at Seaforth. The details of the routes, timetables and prices together with application forms are [here](#)
- The Scots College bus service - Scots runs a large number of bus services which pass by Ascham and are available to our students. The details of the routes, timetables and prices together with application forms are [here](#).

Travelling by car

As the School is situated on a busy road (New South Head Road entrance) and in an area with many apartment buildings (St Mark's Road entrance) it is very important to be considerate of traffic flow and our neighbours' ease of movement.

Parents of Senior School students may use both the St. Marks Road entry and the New South Head Road entry for drop-off or pick-up at times which do not impact on the Hillingdon or Fiona carlines.

AT ALL TIMES:

- There is a **10kph** speed limit in the School grounds
- Do not block any of the pedestrian crossings as they are in constant use
- Do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds.

The front drive (New South Head Road)

- Senior School girls may be driven into the School, however, the latest time for Senior School drop off in the front drive is 7.45am
- After 7.45am only those cars with specific Fiona identification will be allowed in
- Girls can be picked up in the front drive between 3.45pm and 4.15pm. There can be no waiting in the school driveway or on New South Head Rd obstructing traffic.

St Marks Road entrance (Octagon Road)

- Senior School parents may enter until 7.45am. Please remember this is a boarding area of the School and the speed limit is 10 kilometres per hour. Girls may **only** be dropped off near the kitchen/dining room
- It is essential that Senior School parents do not attempt to use the St Marks Road entrance after 7.45am or the whole Preparatory School program will be disrupted. After 7.45am only those cars with specific Hillingdon identification will be allowed in
- Senior School girls can be picked up from the area near the kitchen after 3.45pm. There can be no waiting on the School roadway obstructing traffic.

Fairy Walk

For girls walking to and from school, Fairy Walk is open from 7.30am - 9am and from 2.30pm - 6pm

Areas not to be used for drop off

- New South Head Road
- St Marks Road
- Ocean Avenue
- Do not park in any private parking spaces or across driveways.

Bicycles

Students are encouraged to ride to school. Bicycle racks are provided near the Fiona entry and under the Tennis Courts. Shower and change facilities are available in the gym.

Student Drivers

The School does not allow students to drive to school.

Fiona (Years 3 – 6)

Fiona girls, especially girls in Years 5-6, are encouraged to travel to and from school by public transport.

Edgecliff railway station and bus terminal are opposite the School's main entrance in New South Head Road. Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves.

In addition to the excellent local public transport, a number of **private bus services** are available. These are as follows:

- Randwick via Centennial Park and Bellevue Hill - Holdsworth bus service. For details of the current bus route please contact Joe at the Holdsworth Centre, phone 9302 3605.
- Inner West and North Shore - Cranbrook School operates services from the Inner West and North Shore which pass by Ascham on the way to and from Cranbrook and are available to our students. The Inner West service starts at Birchgrove and goes via Central Station. The North Shore service starts at Seaforth. The details of the routes, timetables and prices together with application forms are [here](#)
- The Scots College bus service - Scots runs a large number of bus services which pass by Ascham and are available to our students. The details of the routes, timetables and prices together with application forms are [here](#).

Travelling by car

As the School is situated on a busy road (New South Head Road entrance) and in an area with many apartment buildings (St Marks Road entrance) it is very important to be considerate of traffic flow and our neighbours' ease of movement.

Fiona Carline procedures

AT ALL TIMES:

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the carline. Adherence to these rules will also assist with an efficient pick-up and drop-off.

- The carline is to be used like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty
- Stay in the queue and move forward as a space becomes available
- Drivers must remain in the car while in the carline; no-one is to leave the car – even momentarily – while it is in the carline
- There is a **10kph** speed limit in the School grounds
- Please do not block any of the pedestrian crossings as they are in constant use
- Please do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds
- Please do not block New South Head Road or the exit driveways of the neighbouring apartments.

MORNING PROCEDURES:

The front drive (New South Head Road)

- Fiona girls may be driven into the front drive of the School
- Fiona supervision begins at **8am**
- All Fiona girls should arrive by 8.15am in time to prepare for class that begins at 8.20am
- A staff member is on duty at the car line until 8.20am
- Girls who are late for any reason and arrive after 8.30am need to report to the Fiona office to be signed in on arrival.

St Marks Road entrance (Octagon Road)

- Fiona parents may enter via St. Marks Road. Please remember this is a boarding area of the School and the speed limit is 10 kilometres per hour. Fiona girls may **only** be dropped off near the kitchen/dining room.

AFTERNOON PROCEDURES:

The front drive (New South Head Road)

- Collection times:
 - Years 3 and 4 3.05pm
 - Years 5 and 6 3.15pm
- If you arrive early please drive around again. There can be no waiting in the School driveway or on New South Head Rd obstructing traffic
- Parents in the car line need to display a name card and remain in their car at all times, so as not to slow down the carline. We ask parents to be mindful of not blocking traffic on New South Head Road
- After-school departure supervision for Fiona girls concludes at 3.40pm at White Gate.

Bus/train line

The bus/train line assembles outside Wallis Reception and the girls are taken across to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm. The Holdsworth bus girls wait in the Norah Street Library in Fiona until the driver collects them.

Walkers

'Walkers' assemble near the Fiona building verandah steps and leave Fiona with a staff member via the pedestrian gate near the playground equipment. At approximately 3.20pm, a teacher escorts the girls to the corner of Ocean Ave and New South Head Rd from where girls are dismissed and cross the road or head down Ocean Ave, to walk home. Parents in cars may not take children out of the 'Bus/Train' or 'Walkers' groups part way along the journey.

Girls waiting for older sisters from the Senior School

Girls waiting for older sisters are to be collected no later than 3.45pm from supervision in the Norah Street Library in Fiona. Any girls not collected at White Gate by 3.40pm will be taken to the Fiona Reception where parents will be telephoned.

After school care

After School Care is available for all Fiona girls for occasions when parents know they cannot collect girls by 3.40pm, or in an emergency. For bookings, phone Belinda Bedingfield on 0408 273 366.

Hillingdon (Prep to Year 2)

Hillingdon Carline procedures

AT ALL TIMES:

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the carline. Adherence to these rules will also assist with an efficient pick-up and drop-off.

- The carline is to be used like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty
- Stay in the queue and move forward as a space becomes available
- Drivers must remain in the car while in the carline; no-one is to leave the car – even momentarily – while it is in the carline
- There is a **10kph** speed limit in the school grounds
- Please do not block any of the pedestrian crossings as they are in constant use
- Please do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds
- Please do not block the entry to Octagon Road or the exit driveways of the neighbouring apartments
- All Hillingdon cars should keep to the right side of the School road (Octagon Road)
- Please do not overtake queuing cars that are waiting for a clear road ahead at the entry and exit points listed above.

MORNING PROCEDURES:

- Hillingdon supervision begins at **8am**
- Please do not arrive before 8am as it blocks the carline for through traffic and staff members
- Girls should not be left unsupervised on the carline before 8am
- All Kindergarten, Year 1 and Year 2 girls should arrive by 8.25am in time to prepare for their lessons that begin at 8.30am
- Prep girls should arrive by 8.55am for the commencement of their classes at 9am
- A staff member is on duty at the carline until 9am
- Girls who are late for any reason and arrive after 9am need to report to the Hillingdon office to be signed in on arrival
- Once the teacher on carline duty is sighted, girls should alight quickly and walk along the path to the playground
- Children's school bags and other items need to be with children in the car, **not** in the boot. Please do not ask children to get school bags in or out of the boot, nor should adults leave the car to do so
- Cars should be able to leave in 'batches' of four or five provided the children are ready with their bags and alight vehicles promptly
- Those with two-door vehicles only should alight to allow the children to get out on the right hand side
- Children are not permitted to alight on their own from the left hand side of the car.

AFTERNOON PROCEDURES:

- Parents in the carline need to display a name card and remain in their car at all times, so as not to slow down the carline. Your Hillingdon child will be directed to your car by a teacher. Please cooperate with staff directions and comply with parking signs
- Collection times:
 - Prep 2.30pm
 - Kindergarten 2.40pm
 - Year 1 2.50pm
 - Year 2 3pm
- If you arrive early please drive around again. Cars waiting in St Marks Road or inside Ascham before the class collection time cause a bottleneck and inconvenience everyone else.

[After school care](#)

After School Care is available for all Hillingdon girls for occasions when parents know they cannot collect girls by 3.20pm, or in an emergency. For bookings, phone Belinda Bedingfield on 0408 273 366.



Ascham Hub Notice

28 Jan 2021

Important Fiona Car Line Information

Dear Fiona Parents and Carers,

It has been delightful welcoming the girls yesterday and today for the start of the 2021 school year. We extend a warm welcome to all our new students and their families.

As the safety and wellbeing of all girls and staff is our priority, it is vital that we all work together to ensure a safe and efficient car line now that the girls have returned to School.

Collecting children at Whitegate via the front drive off New South Head Road

The Fiona car line, accessed via the front drive off New South Head Road, will operate as usual. The collection times are staggered to enable physical distancing for students, as well as to keep the car line flowing.

Please do not arrive before your daughter's class collection time. Cars arriving before these times only create congestion, and will be required to exit the front drive, go around the block and rejoin the carline. Please remember that the NSW Police have previously advised that it is not possible to queue on a clearway.

Class Collection times:

3.10pm - Years 3 and 4

3.20pm - Years 5 and 6

You will need to display your daughter's School name card upon entering the carpark and until your daughter has been collected. If you do not have a name card, please request one from the [Fiona Office](#).

It is much more preferable for you to arrive later to collect your daughter than earlier. Families with more than one daughter in the Junior School are able to collect their daughters at their eldest daughter's class collection time. Supervision is provided on the Fiona car line until 3.40pm.

Other options for the collection of your daughter in the afternoons:

Walkers group to the Edgecliff Centre—As the School site is currently closed to parents, you may wish to meet your daughter at the Edgecliff Centre. A Walkers group assembles outside Wallis Reception where a staff member meets them. The girls are escorted to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm.

Walkers group via Ocean Street or towards Double Bay—Students who are walking home via Ocean Street or towards Double Bay via New South Head Road must join the walkers group. Walkers assemble near the Fiona building veranda steps, outside the Year 3 classrooms, and leave Fiona with a staff member via the pedestrian gate near the playground equipment at 3.25pm.

Bus/train line—Fiona students are able to utilise public transport or private coaches. The bus/train line assembles outside Wallis Reception and the girls are taken across to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm.

Camp Australia Outside School Hours Care—Camp Australia provides outside school hours care in Fiona. Girls may be booked in on a permanent or casual basis. Camp Australia provides afternoon tea, a time for girls to play and relax and homework supervision too. Camp Australia can be contacted on oshc@campaustralia.com.au or phone 1300 105 343.

Thank you for your understanding in regard to this matter.

Kind regards,

Mrs Judith Butcher,
Head of Junior School

By: Ascham Junior School Communications

Notice Link:

[Important Fiona Car Line Information](#)

Attachment:

N/A

If you are having issues viewing this content, please contact support@ascham.nsw.edu.au

APPENDIX C

Ascham School Transport Management Policy

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Purpose and principles

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- Ascham encourages students to travel to and from school whenever possible by public transport, private buses, bicycle or walking
- Ascham provides restricted campus access for parent/guardian vehicles for the purposes of student drop off/pick up during regulated hours
- Students are prohibited from driving to school
- On-campus parking is available for staff on an allocated or balloted basis (refer Parking Policy).

General policies

Transport

Ascham is well served by public transport. Accordingly students and staff are encouraged to travel to and from school by public transport.

- Trains and buses: Edgecliff railway station and bus terminal are opposite the School's main entrance on New South Head Road
- Ferries: Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves
- Private buses: A number of private bus services are available to students either run by Ascham or nearby schools.

Ascham encourages students and staff to walk or bicycle to school. Bicycle storage racks are located across the campus and showers and change facilities are also available.

Vehicle movements on campus

- Parent/guardian vehicular access to the Ascham campus is limited to the times specified below according to the section of the school the student attends
- For the safety of students and pedestrians all vehicles must observe the 10kph speed limit and the stop signs and the traffic calming devices when exiting
- 'No stopping/no standing/no parking' signs are there for safety reasons and must be observed
- There is no stopping on pedestrian crossings
- Surveillance cameras record all traffic movements on campus.

Parking

- On-campus parking is available for staff on an allocated or balloted basis (refer Parking Policy)
- Hourly or all-day parking is available at the Eastpoint Food Fair opposite Ascham on New South Head Road
- Parents visiting out of school hours (before 7am and after 4pm) or during the weekend or in vacation times may park in the school grounds in the designated parking spaces only
- Members of the Ascham community are discouraged from parking on local streets.

Senior School

All Senior School girls are encouraged to travel to and from school by public transport. Edgecliff railway station and bus terminal are opposite the School's main entrance in New South Head Road. Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves.

In addition to the excellent local public transport, a number of **private bus services** are available. These are as follows:

- Randwick via Centennial Park and Bellevue Hill - Holdsworth bus service. For details of the current bus route please contact Joe at the Holdsworth Centre, phone 9302 3605
- Inner West and North Shore - Cranbrook School operates services from the Inner West and North Shore which pass by Ascham on the way to and from Cranbrook and are available to our students. The Inner West service starts at Birchgrove and goes via Central Station. The North Shore service starts at Seaforth. The details of the routes, timetables and prices together with application forms are [here](#)
- The Scots College bus service - Scots runs a large number of bus services which pass by Ascham and are available to our students. The details of the routes, timetables and prices together with application forms are [here](#).

Travelling by car

As the School is situated on a busy road (New South Head Road entrance) and in an area with many apartment buildings (St Mark's Road entrance) it is very important to be considerate of traffic flow and our neighbours' ease of movement.

Parents of Senior School students may use both the St. Marks Road entry and the New South Head Road entry for drop-off or pick-up at times which do not impact on the Hillingdon or Fiona carlines.

AT ALL TIMES:

- There is a **10kph** speed limit in the School grounds
- Do not block any of the pedestrian crossings as they are in constant use
- Do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds.

The front drive (New South Head Road)

- Senior School girls may be driven into the School, however, the latest time for Senior School drop off in the front drive is 7.45am
- After 7.45am only those cars with specific Fiona identification will be allowed in
- Girls can be picked up in the front drive between 3.45pm and 4.15pm. There can be no waiting in the school driveway or on New South Head Rd obstructing traffic.

St Marks Road entrance (Octagon Road)

- Senior School parents may enter until 7.45am. Please remember this is a boarding area of the School and the speed limit is 10 kilometres per hour. Girls may **only** be dropped off near the kitchen/dining room
- It is essential that Senior School parents do not attempt to use the St Marks Road entrance after 7.45am or the whole Preparatory School program will be disrupted. After 7.45am only those cars with specific Hillingdon identification will be allowed in
- Senior School girls can be picked up from the area near the kitchen after 3.45pm. There can be no waiting on the School roadway obstructing traffic.

Fairy Walk

For girls walking to and from school, Fairy Walk is open from 7.30am - 9am and from 2.30pm - 6pm

Areas not to be used for drop off

- New South Head Road
- St Marks Road
- Ocean Avenue
- Do not park in any private parking spaces or across driveways.

Bicycles

Students are encouraged to ride to school. Bicycle racks are provided near the Fiona entry and under the Tennis Courts. Shower and change facilities are available in the gym.

Student Drivers

The School does not allow students to drive to school.

Fiona (Years 3 – 6)

Fiona girls, especially girls in Years 5-6, are encouraged to travel to and from school by public transport.

Edgecliff railway station and bus terminal are opposite the School's main entrance in New South Head Road. Ascham is also within easy walking distance of Darling Point and Double Bay ferry wharves.

In addition to the excellent local public transport, a number of **private bus services** are available. These are as follows:

- Randwick via Centennial Park and Bellevue Hill - Holdsworth bus service. For details of the current bus route please contact Joe at the Holdsworth Centre, phone 9302 3605.
- Inner West and North Shore - Cranbrook School operates services from the Inner West and North Shore which pass by Ascham on the way to and from Cranbrook and are available to our students. The Inner West service starts at Birchgrove and goes via Central Station. The North Shore service starts at Seaforth. The details of the routes, timetables and prices together with application forms are [here](#)
- The Scots College bus service - Scots runs a large number of bus services which pass by Ascham and are available to our students. The details of the routes, timetables and prices together with application forms are [here](#).

Travelling by car

As the School is situated on a busy road (New South Head Road entrance) and in an area with many apartment buildings (St Marks Road entrance) it is very important to be considerate of traffic flow and our neighbours' ease of movement.

Fiona Carline procedures

AT ALL TIMES:

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the carline. Adherence to these rules will also assist with an efficient pick-up and drop-off.

- The carline is to be used like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty
- Stay in the queue and move forward as a space becomes available
- Drivers must remain in the car while in the carline; no-one is to leave the car – even momentarily – while it is in the carline
- There is a **10kph** speed limit in the School grounds
- Please do not block any of the pedestrian crossings as they are in constant use
- Please do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds
- Please do not block New South Head Road or the exit driveways of the neighbouring apartments.

MORNING PROCEDURES:

The front drive (New South Head Road)

- Fiona girls may be driven into the front drive of the School
- Fiona supervision begins at **8am**
- All Fiona girls should arrive by 8.15am in time to prepare for class that begins at 8.20am
- A staff member is on duty at the car line until 8.20am
- Girls who are late for any reason and arrive after 8.30am need to report to the Fiona office to be signed in on arrival.

St Marks Road entrance (Octagon Road)

- Fiona parents may enter via St. Marks Road. Please remember this is a boarding area of the School and the speed limit is 10 kilometres per hour. Fiona girls may **only** be dropped off near the kitchen/dining room.

AFTERNOON PROCEDURES:

The front drive (New South Head Road)

- Collection times:
 - Years 3 and 4 3.05pm
 - Years 5 and 6 3.15pm
- If you arrive early please drive around again. There can be no waiting in the School driveway or on New South Head Rd obstructing traffic
- Parents in the car line need to display a name card and remain in their car at all times, so as not to slow down the carline. We ask parents to be mindful of not blocking traffic on New South Head Road
- After-school departure supervision for Fiona girls concludes at 3.40pm at White Gate.

Bus/train line

The bus/train line assembles outside Wallis Reception and the girls are taken across to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm. The Holdsworth bus girls wait in the Norah Street Library in Fiona until the driver collects them.

Walkers

'Walkers' assemble near the Fiona building verandah steps and leave Fiona with a staff member via the pedestrian gate near the playground equipment. At approximately 3.20pm, a teacher escorts the girls to the corner of Ocean Ave and New South Head Rd from where girls are dismissed and cross the road or head down Ocean Ave, to walk home. Parents in cars may not take children out of the 'Bus/Train' or 'Walkers' groups part way along the journey.

Girls waiting for older sisters from the Senior School

Girls waiting for older sisters are to be collected no later than 3.45pm from supervision in the Norah Street Library in Fiona. Any girls not collected at White Gate by 3.40pm will be taken to the Fiona Reception where parents will be telephoned.

After school care

After School Care is available for all Fiona girls for occasions when parents know they cannot collect girls by 3.40pm, or in an emergency. For bookings, phone Belinda Bedingfield on 0408 273 366.

Hillingdon (Prep to Year 2)

Hillingdon Carline procedures

AT ALL TIMES:

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the carline. Adherence to these rules will also assist with an efficient pick-up and drop-off.

- The carline is to be used like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty
- Stay in the queue and move forward as a space becomes available
- Drivers must remain in the car while in the carline; no-one is to leave the car – even momentarily – while it is in the carline
- There is a **10kph** speed limit in the school grounds
- Please do not block any of the pedestrian crossings as they are in constant use
- Please do not park your car or wait in any of the staff parking spaces, or in visitor parking spaces outside of the School grounds
- Please do not block the entry to Octagon Road or the exit driveways of the neighbouring apartments
- All Hillingdon cars should keep to the right side of the School road (Octagon Road)
- Please do not overtake queuing cars that are waiting for a clear road ahead at the entry and exit points listed above.

MORNING PROCEDURES:

- Hillingdon supervision begins at **8am**
- Please do not arrive before 8am as it blocks the carline for through traffic and staff members
- Girls should not be left unsupervised on the carline before 8am
- All Kindergarten, Year 1 and Year 2 girls should arrive by 8.25am in time to prepare for their lessons that begin at 8.30am
- Prep girls should arrive by 8.55am for the commencement of their classes at 9am
- A staff member is on duty at the carline until 9am
- Girls who are late for any reason and arrive after 9am need to report to the Hillingdon office to be signed in on arrival
- Once the teacher on carline duty is sighted, girls should alight quickly and walk along the path to the playground
- Children's school bags and other items need to be with children in the car, **not** in the boot. Please do not ask children to get school bags in or out of the boot, nor should adults leave the car to do so
- Cars should be able to leave in 'batches' of four or five provided the children are ready with their bags and alight vehicles promptly
- Those with two-door vehicles only should alight to allow the children to get out on the right hand side
- Children are not permitted to alight on their own from the left hand side of the car.

AFTERNOON PROCEDURES:

- Parents in the carline need to display a name card and remain in their car at all times, so as not to slow down the carline. Your Hillingdon child will be directed to your car by a teacher. Please cooperate with staff directions and comply with parking signs
- Collection times:
 - Prep 2.30pm
 - Kindergarten 2.40pm
 - Year 1 2.50pm
 - Year 2 3pm
- If you arrive early please drive around again. Cars waiting in St Marks Road or inside Ascham before the class collection time cause a bottleneck and inconvenience everyone else.

[After school care](#)

After School Care is available for all Hillingdon girls for occasions when parents know they cannot collect girls by 3.20pm, or in an emergency. For bookings, phone Belinda Bedingfield on 0408 273 366.



Ascham Hub Notice

28 Jan 2021

Important Fiona Car Line Information

Dear Fiona Parents and Carers,

It has been delightful welcoming the girls yesterday and today for the start of the 2021 school year. We extend a warm welcome to all our new students and their families.

As the safety and wellbeing of all girls and staff is our priority, it is vital that we all work together to ensure a safe and efficient car line now that the girls have returned to School.

Collecting children at Whitegate via the front drive off New South Head Road

The Fiona car line, accessed via the front drive off New South Head Road, will operate as usual. The collection times are staggered to enable physical distancing for students, as well as to keep the car line flowing.

Please do not arrive before your daughter's class collection time. Cars arriving before these times only create congestion, and will be required to exit the front drive, go around the block and rejoin the carline. Please remember that the NSW Police have previously advised that it is not possible to queue on a clearway.

Class Collection times:

3.10pm - Years 3 and 4

3.20pm - Years 5 and 6

You will need to display your daughter's School name card upon entering the carpark and until your daughter has been collected. If you do not have a name card, please request one from the [Fiona Office](#).

It is much more preferable for you to arrive later to collect your daughter than earlier. Families with more than one daughter in the Junior School are able to collect their daughters at their eldest daughter's class collection time. Supervision is provided on the Fiona car line until 3.40pm.

Other options for the collection of your daughter in the afternoons:

Walkers group to the Edgecliff Centre—As the School site is currently closed to parents, you may wish to meet your daughter at the Edgecliff Centre. A Walkers group assembles outside Wallis Reception where a staff member meets them. The girls are escorted to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm.

Walkers group via Ocean Street or towards Double Bay—Students who are walking home via Ocean Street or towards Double Bay via New South Head Road must join the walkers group. Walkers assemble near the Fiona building veranda steps, outside the Year 3 classrooms, and leave Fiona with a staff member via the pedestrian gate near the playground equipment at 3.25pm.

Bus/train line—Fiona students are able to utilise public transport or private coaches. The bus/train line assembles outside Wallis Reception and the girls are taken across to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm.

Camp Australia Outside School Hours Care—Camp Australia provides outside school hours care in Fiona. Girls may be booked in on a permanent or casual basis. Camp Australia provides afternoon tea, a time for girls to play and relax and homework supervision too. Camp Australia can be contacted on oshc@campaustralia.com.au or phone 1300 105 343.

Thank you for your understanding in regard to this matter.

Kind regards,

Mrs Judith Butcher,
Head of Junior School

By: Ascham Junior School Communications

Notice Link:

[Important Fiona Car Line Information](#)

Attachment:

N/A

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