

## Magpie Hollow Road Operational Manual October 2024

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## 1. Bell time

OSG Bell times Monday - Friday  
Bell chime consists of a single chime,

8.55am School commences  
10.35am Start Morning Tea  
10.55am Finish morning tea  
12.35pm Start Lunch  
1.15pm Finish lunch  
2.55pm finish

## 2. Student Drop Off/Pick up Management

Arrival 8.30-8.50am, Monday - Friday

- Gates open for student drop off 8.15am
- Drop off supervision consists of a qualified supervisor with 2-3 assistants
- Minivans will have designated bays to park and drop off students
- Parent drop offs will have designated zones within the carpark
- Students will follow the marked walkways/crossing to enter the campus, all students to leave the drop off zone prior to vehicle departure.
- Minivans/Parent vehicles leave in single flow via the exit gate
- All minivan and Parent drop offs are completed within the car park/drop off zones (no street drop offs permitted)
- Late arrivals will contact reception/office via intercom, once the gate opens the vehicle will proceed to drop off zones prior to students leaving the vehicle.

Departure

- Gates open for student collection at 2.40pm
- Student gate will remain closed until supervision and assistants are on duty
- Departure supervision consists of a qualified Supervisor with 2-3 assistants
- Minivans will have designated bays to park and for student departure.
- Parent pick-ups will have designated zones
- All vehicles are parked prior to student entering the pick-up zones
- Students will follow the marked walkways/crossing to exit campus and board their vehicle.
- Once students have entered their vehicle, the carpark supervisor will coordinate the exit
- Minivans/Parent vehicles leave in single flow via the exit gate
- All Minivan and Parent Student Departure within the car park/drop off zones (no street student collection permitted)

School Events

- All Vehicles to park on the school property
- A traffic management plan will be developed specific to the event

### 3. Waste management

Bins (General Waste and Recycling Bins) will be placed around the Campus/Playground, Student Leadership team coordinates a tidiness program to assist with general cleanliness  
External bins will be 240L Sulo bins with lids  
Bins are collected/emptied daily and relocated to the waste compound beside entry driveway (Cleaner/GA to monitor waste compound for debris)  
Waste contractor will be scheduled to attend campus outside of operation hours to empty the bins ( 7-8am or 3-5pm)

### 4. Lighting,

Campus will have sensor activated security lighting to the perimeter of the building. Low Level Security lighting to be installed in the breezeway and above entry doors.

### 5. Alarms/CCTV

Alarm and CCTV system will be monitored 24/7 by a security company, in the case of an alarm out of hours 2-3 key personnel will be notified to identify/close out the cause of the alarm.

### 6. Access Control

The School gates will be closed at all times with the exception of Student arrival and departure, any access to campus will be via the entry gate, Intercom/access button will allow campus staff to approve access to the carpark/front reception. Students will not have access to reception foyer or car park, student access to these areas will require campus staff approval. Incoming personnel will complete screening and campus induction/approval prior to accessing the campus learning/outdoor spaces

### 7. Landscaping/Maintenance

Landscaping will be taken care of GA with the assistance of external contractors as required, General Maintenance is within the GA's scope, contractors will be engaged should additional resources be required. Maintenance programs where possible will be delivered during school holidays.  
All contractors will be screened for WWCC and complete campus induction prior to commencing work.

## 8. Deliveries - Canteen/School Supplies

Deliveries will be scheduled for outside of School Drop off or Departure times, delivery drivers will be directed to the school drop off zones, deliveries items will be received in reception and campus staff will then arrange for the items to be moved to the required location on campus.

## 9. Canteen Operations

Campus Canteen will offer a menu which consists of healthy RTE snacks/meals, the menu options consist of precooked/prepared ingredients, the canteen staff will complete final meal prep, assembling of meals and heat ingredients/meals as required prior to serving.

Equipment typically required to support the menu is Commercial Fridge/Freezer, Oven/Warming cabinets, Coffee Machine/ Hot water unit and Dishwasher.

A selection of fresh fruit and cold/warm drinks are included within the standard menu.

## 10. Science Room/Maker Space

Service Isolation controls will be located at the entry, Campus Staff will activate at the beginning of a lesson and isolate on completion of the lesson.

All chemicals are stored in appropriate lockable cabinets. Campus Staff control access to the storage cabinets, Campus Staff supervise any activity which involves a chemical or hazardous substance is carried out within the fume cabinet or with the appropriate equipment.

Campus staff assigned to the science room will supervise operations including clean up, to ensure any chemical or hazardous substance will be placed/deposited into designated containers for proper disposal at a certified facility. However, please note that some trace contaminants may remain on glassware after disposal.

Additionally, the campus disposes of very small quantities of dilute acids, bases, and various salts (chlorides, carbonates, sulphates, and nitrates) down the drain, as our experiments typically involve minimal amounts (Less than 100ml).