



BETHANY CATHOLIC PRIMARY

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5th March, 2018

Dear Parents and Carers,

***Re: Arrival and Dismissal Procedures Policy
Stage 1 - Effective from Monday 12th March, 2018***

I am writing to you today following on from previous communications via the Bethany Newsletter, to advise that there are ***changes for the arrival and dismissal of all students and parents effective from Monday 12th March, 2018.***

The school has undertaken a consultation process in the development of this policy including representatives from the school leadership team and a quorum of parents. This arrival and dismissal policy has been developed in order to fulfil our moral imperative and legal requirement to take all appropriate actions to ensure the safety of all students, staff and community members.

The consultation process had highlighted the need to take a stage approach to the changes of arrival and dismissal, e.g. ***Stage 1*** procedures are concentrated on the movement of parents, students and teachers arriving and leaving the school grounds, effective Monday 12th March 2018.

Stage 2 will be a further development to include procedures on how children arrive and leave the school, particularly via bus, car. This will consider the use of the Parish car park, William Howell Drive Kiss and drop, and car pick up. Further consultation will be required with the Parish, Penrith Council and Catholic Education Diocese of Parramatta Road Safety and the Road Traffic Authority.

We see the safety of the Bethany Catholic learning community as our fundamental objective. We aim to execute our duty of care being mindful of child protection legislation for students arriving and leaving Bethany school grounds.

Safely transitioning 620 children in and out of the school building every day does require rather strict procedures that must be followed by students, teachers and parents. The safety of our students ***IS*** our number one priority, everyday.

PLEASE take the time to read through our arrival and dismissal procedures on the attached document.

During this week, the students and teachers will be practicing the arrival and dismissal procedures so the students have an understanding of what they are required to do each day. The practice sessions will be on Tuesday, Wednesday and Friday, weather permitted. I encourage you to sit down with your child and talk through the procedures after Tuesday's practice so your child can explain it to you, if you have any questions.

There is a trial period of 4 weeks, at the end of which parents will be given the opportunity to provide feedback via a google survey.

I am requesting your support with the new changes by being cooperative in following the procedures, school signage and staff directions.

Your sincerely,
Cheryl Brown
Principal.

2018 BETHANY ARRIVAL AND DISMISSAL POLICY

Rationale:

Bethany Catholic Primary School is situated in Glenmore Park. It is a three stream school with approximately 618 students. The school has undertaken a consultation process in the development of this policy including representatives from the school leadership team and a quorum of parents. This arrival and dismissal policy has been developed in order to fulfil our moral imperative and legal requirement to take all appropriate actions to ensure the safety of all students, staff and community members. We see the safety of the Bethany Catholic learning community as our fundamental objective. We aim to execute our duty of care being mindful of child protection legislation for students arriving and leaving Bethany school grounds.

School Times:

Morning	Supervision begins at 8:00 am and concludes at 8:30 am School starts 8:30 am and concludes at 2:45 pm
Afternoon	Supervision begins at 2:45 pm and concludes at 3:15 pm

ARRIVAL

Students arrive via one of three access points;

Gate 1: William Howell Dr (students who walk, dropped by bus, dropped by car on William Howell Dr)

Gate 2: Beside the Canteen/Hall (Kiss & Drop or parents walking their children in) opens at 8am

Gate 3: Caroline Chisholm (students with permit, and/or Bethany parent arrangement see below Permit Access)

Students arriving prior to 8:00 am to gather outside Gate 1 and sit quietly (benches available)

Gates 1 & 2 are opened at 8:00 am by teacher on duty

Gate 3 is closed between the hours of 8:35 - 2:40 pm

All gates will be locked between the following hours:- 3.15 pm - 8:00 am, 8:35 am - 2:40 pm

1. All children are expected to arrive at school between 8:00 am to 8:25 am
2. Parents/carers and children to enter via gates 1, 2 or 3

MODES OF ARRIVAL:

- Bus Arrivals - all students enter via Gate 1
- William Howell Drive Walkers - all students enter via Gate 1
- Kiss and Drop - all students enter via Gate 2
- Walkers from Caroline Chisholm via Gate 3

3. Parents entering via Gate 1 proceed down the path and turn right at the Welcome Garden, through the infant's undercover area to the '**Parent Designated Area**' - See Map

4. Once on site all students are to independently place their bags on hooks outside their classroom and move to passive play areas.

Parents and carers are to gather in the '**Parent Designated Area**' only. All other areas of the school grounds are 'Student Only Zones'.

Student only zones are:

- * K - Year 1 bag area
- * Years 2 - 6 pavers
- * Basketball courts
- * Astro Turf

5. Music will play at 8:28 am prior to the bell, indicating that learning is about to commence.
6. Students are expected to immediately proceed to their class lines.
7. Teachers are expected to be at lines well before the music stops playing.
8. Gate 2 adjacent to the canteen will be locked at 8:30 am.
8. All parents and carers are to leave the '**Parent Designated Area**' and exit directly via Gate 1 near the office as soon as the music starts.

Late arrivals:

- Students who arrive after the gates are locked at 8:35am are to enter the school **with a parent** via the office. Parents are required to complete a Sign On Sheet and the student receives a late pass to take back to their teacher.
- Late arrivals are recorded in FACES by the office staff.

DISMISSAL

1. The following gates to be opened at 2:40 pm (designated person)

Students exit via one of three access points;

Gate 1: William Howell Dr (Parents and students who walk home & to the carpark, students who catch a bus)

Gate 2: **Not opened in the afternoon.**

Gate 3: Caroline Chisholm (students with permit, and/or Bethany parent arrangement see below Permit Access)

Gate 4: Opens at 2:50pm for student dismissal for Park & Collect.

2. Parents/carers to enter via Gates 1 or 3 and wait in **'Parent Designated Area'**.
3. All students are escorted by their teacher at 2:40 pm - 2:45 pm from their classroom to the Basketball courts.
4. All Teachers should be wearing their High Visibility Vests.
5. Teachers on afternoon duties proceed to designated waiting areas e.g. Bus, Walkers and Car Pickup, Park & Collect, After School Care (COSHHC, outside agencies).
6. When students arrive at the Basketball courts the classroom teacher directs students to designated modes of dismissal e.g. Bus, Walkers & Car Pickup, Park & Collect, After School Care (COSHHC, outside agencies) Remaining students whose parents are in the Parent Designated Area exchange a *'High 5'* with their teacher upon dismissal.
7. Remaining students are walked to Park and Collect area by the teacher on duty. (Teacher to open Gate 4 at 2:50pm)
8. Parents who arrive after the 2:45 pm dismissal need to use the Park and Collect facility.

MODES OF DISMISSAL:

- Walkers & Car Pick Up (Joint Teacher Duty):
 - Walkers - students who walk home independently from William Howell Drive
 - Car Pickup - Students who cross William Howell Drive to be supervised by a teacher for Car Pickup
- Bus - Students who catch a bus home (Bus No: 4563, 4573, 4549, 4541, 797, 8521, 4595) and students who go home with Kids Academy.
- Park & Collect - Commences at 2:50pm. Students whose parents park and collect their children from Gate 4.
- After School Care (COSHHC) - COSHC personnel to collect students from the Basketball Court