



# St. Kevin's Catholic School

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Transport Guide



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## School Context

St. Kevin's Primary School is situated on Benowa Road, Benowa. It has two additional streets running on either side of the school grounds, Allchurch Avenue and St. Kevin's Avenue.

The main entrance to the school is on Benowa Road. This road provides access to the school staff and parent car park and the Rainbow Roundabout, which is a drop off and pickup area.

St. Kevin's Avenue, located on the northern perimeter of the school grounds, is a drop off and pickup area only. This road also has a supervised crossing, adjacent to the Senior Oval to ensure children are able to cross safely. St Kevin's Avenue is a no through road with traffic lights at its entry. Additional parking is available on St. Kevin's Avenue, travelling east past the school grounds.

Allchurch Avenue, on the southern perimeter of the school, is a drop off and pickup area. This road has traffic lights to regulate traffic flow and features one entry and exit point for student pickup.

St. Kevin's is located in an intersection with two other schools, Benowa Primary State School and Benowa State High School. Due to the high number of school students onsite, ongoing traffic issues have arisen, necessitating the need to introduce a staggered departure system. Students at Benowa State High School finish school at

2:45pm followed by Benowa Primary School and St. Kevin's at 3:00pm.

Within the school there is also a staggered pickup system. Prep and Year One have a pickup time of 2:45pm and 2:50pm respectively. Remaining classes, Year Two through to Year Six, have are dismissed from school at 3:00pm.

## Pickup Areas



St. Kevin's has three supervised pickup areas, St. Kevin's Avenue, Allchurch Avenue and the Rainbow Roundabout, (onsite accessed via Benowa Road). Staff members, wearing yellow safety vests, supervise all areas at the completion of the school day.

### **St. Kevin's Avenue**

In the afternoon the first group to be picked up from St. Kevin's Avenue, are the Prep students. These students walk with their teachers and school officers to the covered area on St. Kevin's Avenue. There are two teachers and three school officers on duty at this time. As the cars pull up to the pickup zone, a teacher or school officer walks the student to their car for handover. It is duty of the person/s receiving the child/children to ensure that all students are correctly seat belted / harnessed in the vehicle.

At 3:00pm the school bell rings and students from Years 2-6 are dismissed. At this time, all students who are to be picked up from St. Kevin's Avenue are to make their way to the covered area and remain seated there until collected.

Each family is given A4 sheets of paper with their family name printed on it. The person/s picking up the child are asked to put this sign on their dashboard or visor prior to arriving for collection.

As the parents arrive at the pickup zone, a teacher on duty will call out the family name using the megaphone. The child/children from that family then line up at the gate entry, until their car has come to a complete stop. At this point, they can then exit the school grounds and get into their car.

There are two teachers on this duty until 3:15pm. At this time a bell rings and all students who have not been collected will be escorted to the Rainbow Roundabout.

## ***Allchurch Avenue***

Students being picked up from Allchurch Avenue are to remain inside the school gates, until their pickup has arrived. All parking on Allchurch Ave is two minutes during peak times. There is a teacher on duty until 3:15pm. At this time a bell rings and all students who have not been collected by their parents will be escorted to the Rainbow Roundabout.

## ***Rainbow Roundabout***

The first group of students to be picked up from the Rainbow Roundabout are Year One. There are two teachers on duty in this area and students are to sit and wait in the undercover area, until their car arrives.

Those collecting children are asked to display the A4 piece of paper, with family name printed on it. This can be located on the front dashboard or visor. The teacher on duty then calls out the name and those students move to the front of the undercover area.

At 3:00pm, students from Years Two to Six are released from class. At this time, the students who are picked up from the Rainbow Roundabout make their way there and sit under the covered area. Students are required remain seated until they are called for. At this time students are to make their way to the front of the covered area and wait for their car to come to a complete stop, before getting into the vehicle.

There is supervision here until 3:30pm. At this point all children who have not been collected are escorted to the office and their parents are contacted.

## ***Undercover Area***

Those students who are in Prep or Year One and are not collected at their designated area (St. Kevin's Avenue for Prep and Rainbow Roundabout for Year One) are to wait in the undercover area, until an older sibling comes to collect them. There are two teachers on duty in this area and a teacher remains on duty, until all students are collected.

## Prep



Throughout the first semester, the parents of Prep students are welcome to arrive at school with their child and escort them to their classroom. Both parent and child must wait in the undercover area before the commencement of school.

These parents can use the school car park or on St. Kevin's Avenue, beyond the school grounds. Parents are asked not to park in the administration area, car parks marked for staff or in any of the school drop

off and pickup zones.

Later in the year, senior students meet the prep students at the roundabout and escort them to the undercover area, where they will be supervised. These senior students will be easily visible as they wear a yellow vest, red hat and a name badge.

The pickup time for the Prep students is 2:45pm. The pickup area for them is St. Kevin's Avenue, unless the student has an older brother or sister that will collect them from the undercover area. All parents are asked to display their child's name on the car's dashboard or visor. The teacher on duty will then call out the child's name. The staff member will walk the child to their car for handover. It is duty of the person/s receiving the child/children to ensure that all students are correctly seat belted / harnessed in the vehicle.

If parents are wishing to park or stop and get out of their car, they are asked to park further down St. Kevin's Avenue and walk up to collect their child.

## Year One



The pickup time for the Year One students is 2:50pm. The pickup area for them is the Rainbow Roundabout, unless the student has an older brother or sister who will collect them from the undercover area. All parents are asked to display their family name on the car's dashboard or visor. The teacher on duty will then call out the child's name. The teacher will walk the child to their car for handover. It is duty of the person/s receiving the

child/children to ensure that all students are correctly harnessed in the vehicle

If parents are wishing to park or stop and get out of their car they are asked to park further down St. Kevin's Avenue or on Allchurch Avenue and walk up to collect their child.

## Year Two to Six

Students from Year Two to Six are released at 3:00pm. If the student has a brother or sister in Prep or Year One they are asked to leave on the first bell at 2:55pm. From their classroom, students are asked to make their way directly to the area from which they are to be collected.



In all pickup areas, children are asked to take a seat in the allocated waiting area. The parents are to put their family name on their dashboard. The teacher on duty will then call out their family name. The children are

then to stand and wait until their parents have come to a complete stop, before they move towards their car.



## Role of the Teacher on Duty

All teachers on duty need to wear a yellow vest

### ***St. Kevin's Avenue***

The Prep teachers are responsible for being on duty from 2:45pm until 3:00pm. There are two teachers on duty at this location. One teacher on duty, will call out the children's names and accompany them to their cars, while the other teacher monitors the behaviour and seating of those children, inside the school grounds waiting to be picked up.



At 3:00pm, two duty teachers take over from the Prep teachers. The same process outlined above continues. One teacher calls out the children's family names and assist with handover. The second teacher monitors student behaviour and ensures that they are listening to hear their name. These teachers need to stay on this duty until the 3:15pm, bell sounds. Those students who have not been picked up are escorted to the Rainbow Roundabout for collection.

### ***The Rainbow Roundabout***

The Year One teachers are responsible for being on duty from 2:50pm, until 3:00pm in the afternoon. There are two teachers on duty at this time. One teacher is to call out the children's family name, using a megaphone and ensure that the student is put into their car. The other teacher is responsible for maintaining student behaviour, appropriate seating and ensuring that children are listening for their name.

At 3:00pm, one duty teacher will replace the Year One teachers at the Rainbow Roundabout. This person will supervise those students ensuring appropriate behaviour and seating until 3:30 pm. Children who have not been collected by 3:30pm will be sent to the school office to wait and where warranted parents/carers will be notified.

### ***Allchurch Avenue***

There is one teacher on duty in this area from 3:00pm. The teacher on duty here are responsible for calling out the children's family name and ensuring that the children remain inside the school grounds and behind the fence, until pickup.



## Children Walking and Riding to School



Children who are walking or riding to school must enter the school grounds at either St. Kevin's Avenue or Allchurch Avenue. To do this, they will need to cross at the lights or at the crossing on St. Kevin's Avenue. The crossing is supervised between the times of 8:15am and 8:30am, in the morning and 3:00pm to 3:15pm, in the afternoon.

It is compulsory by law for all students who are riding a bike to wear a helmet. All cyclists are required to dismount their bike when crossing at the lights and entering or leaving the school grounds.

It is vital that children walking or riding to school do not enter the school grounds through the front entrance or through any of the construction areas.

## Parent Parking

St Kevin's school provides several areas where parents can park throughout the day and during the drop off and pick up times.

There is a car park where parents can park before and after school. The entrance to this car park is off Benowa Road. There is additional car parking for parents on St Kevin's Avenue, beyond the school campus. Parents will need to park their car and then walk to drop off or pick up their child from this point.

On Allchurch Avenue there are limited spaces that allows two minute parking at peak times.

Disabled parking is available in both the visitor car park and outside the school office.



## Family Name Template



Dear Parents/ caregivers,

Recently St. Kevin's has been working towards improving the school drop off and pickup procedure. After much consultation, we have produced a Transport Guideline which is available on the school website. The main changes to school policy, in this document, have been mentioned below. These procedures aim to provide a safe and more efficient pickup and drop off system for the St. Kevin's community.

Throughout the school all students have been sent home with an A4 piece of paper with their surname printed on it (except for the prep students who have their first name). We ask that parents display this in an area that is clearly visible, when they approach the school. This could be either on the dashboard or the sun visor of the vehicle.

As parents approach the pickup zone, a teacher on duty will call out the name printed on the paper and then your child can move towards the front of the pickup area, to ensure that they are ready for when the vehicle comes to a stop.

*Note: It is only necessary to display these in the afternoon.*

### Traffic Procedures for Drop Off and Pickup Zones

- When approaching the school grounds after school please ensure that your family name is clearly visible. All children have been given an A4 page with their surname name clearly printed on it.
- All cars in pickup zones need to remain in a continuous line. Please wait in this line (i.e. do not overtake) until you reach the drop off and pickup zone. It may take a few moments longer, but it will ensure all students safety.
- When you approach the school a teacher on duty will call out your name using a megaphone. Your child is to stand and wait until your car has come to a complete stop before they approach the car.
- At no times are parents to park in these zones. There are designated parking areas if you need to leave your car for any reason.

- If you arrive early and your child is not present to be collected, you must drive through the pickup zone and complete a circuit. We advise parents to delay pickup times to avoid congestion in these areas. Parents might want to consider parking in one of the designated parking areas, to avoid the peak hour traffic.
- It is unsafe to double park. No child will be permitted to enter a car that is double-parked.
- Please ensure that all driveways and access points remain clear at all times.

### **Traffic Procedures for Parking**

- There is parking available for parents in the school car park, on Allchurch Avenue and on St. Kevin's Avenue, past the school grounds.
- Parents are not to leave their car when in a drop off or pickup zone.
- They are also not to park in the school driveway or in the administration area.
- There is disabled parking available in the car park and in the administration parking area.

### **Procedures for Students Walking and Riding to School**

- Students must enter the school using St. Kevin's Avenue or Allchurch Avenue. They are not to enter through the front entrance or through any of the construction sites.
- All students who are riding to school must wear a helmet and dismount their bike when entering the school grounds. They should then walk their bike to the lock up area.
- All students, who are walking or riding to school, must cross using the traffic lights or at the crossing.

We thank you in advance for your patience and understanding as we work towards providing a safe and effective transport system for all students at St. Kevin's.

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