Arrival, Departure and Parking School Specific Statement of Practice

DOCUMENT ID	Arrival, Departure and Parking Statement of Practice	
APPLICABLE TO	St Joseph's Catholic College, Aberdeen	
DOCUMENT OWNER	St Joseph's Catholic College, Aberdeen	
EFFECTIVE DATE	Term 2 2026	
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RELATED DOCUMENTS	• Catholic Schools – Pastoral Care, Wellbeing and Safe Behaviour Policy • Work Health and Safety Policy • Transport for NSW – Travelling safely to school	

1. Purpose

At St Joseph's Catholic College, Aberdeen, we are committed to ensuring the safety and wellbeing of all members of our community as they arrive at and depart from the school each day. This Statement of Practice has been developed to provide clear guidance regarding traffic flow and parking procedures within the school grounds, as well as expectations for the collection of students following excursions, sporting events, and cultural activities. Staff, parents, carers, and family members are expected to support these procedures by demonstrating and promoting safe road-use behaviours at all times.

2. School Context

St Joseph's Catholic College, Aberdeen, is a rural secondary school serving more than 700 students and employing approximately 100 staff. As a school community, we have a responsibility to provide and maintain a safe environment for all students, staff, parents, carers, and visitors travelling to and from the college each day. The college in Segenhoe St, Aberdeen, is accessible via four gates (see aerial map): (Gate 1) the main entry and exit gate at 49–53 Segenhoe Street; (Gate 2) the overflow car park entrance at 55–59 Segenhoe Street; (Gate 3) entry via the Ag Farm on St Andrew St; (Gate 4) the rear via Abercairney Terrace. The surrounding area is predominantly residential, with Aberdeen Public School on the college's northern side. During peak drop-off and pick-up periods, traffic volumes increase significantly due to the large number of private vehicles and buses that service both schools. School buses transport the majority of St Joseph's students each day, making the safe and efficient management of traffic an essential priority for the college and the wider community.



3. Development

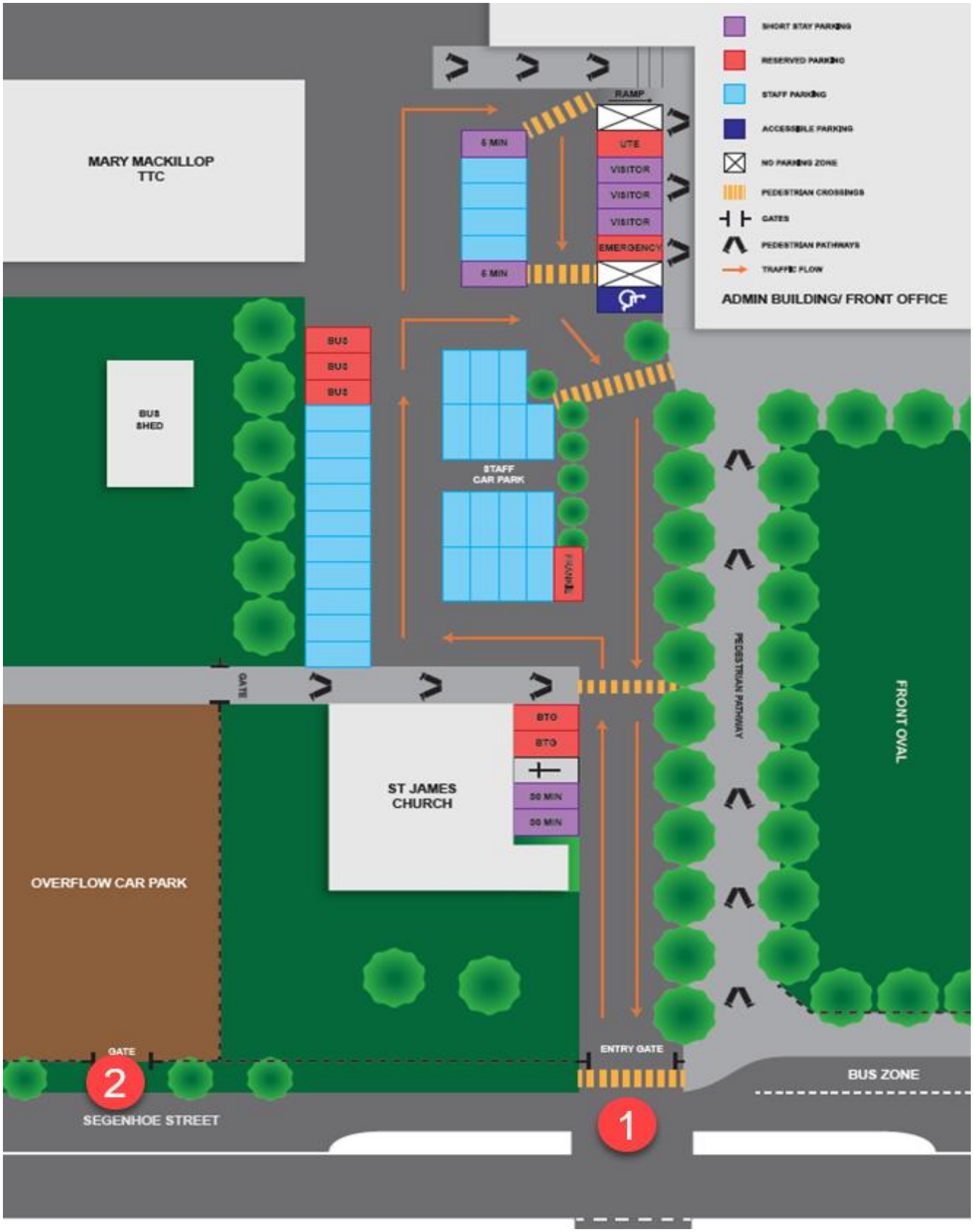
This Statement of Practice reflects St Joseph's Catholic College, Aberdeen's commitment to the work of the College's Work Health and Safety Committee and to maintaining a safe and supportive environment for all students, staff, families, and visitors accessing the school site. The college has taken a proactive approach to traffic and pedestrian safety by implementing clear traffic management signage, designated pedestrian crossings, and appropriate road markings. These measures support the effective operation of this practice and contribute to the safe movement of vehicles and pedestrians within and around the school grounds.

4. Implementation

Implementation	Responsibility
1. **Supervision** – Teacher(s) will be on duty at the **main gate (Gate 1) on Segenhoe Street** each school day from **8:15 am to 8:50 am** and again from **3:15 pm to 3:45 pm**. Staff will supervise students as they enter and leave the school grounds after being dropped off or collected by parents/carers or bus services. i. **Morning arrival –** Students are expected to arrive at school before the first bell and enter the school grounds immediately upon arrival at school. ii. **Afternoon dismissal -** Students will be organised into the following groups for dismissal: - Merriwa and Sandy Hollow buses - First round buses - Second round buses - Drivers and walkers - Late buses *Note: Staff members on duty should wear high-visibility vests and carry communication devices to support the safe and efficient implementation of these procedures.*	Staff
2. **Foot traffic** - Students, parents/carers, and visitors entering the college on foot from Segenhoe Street must use the designated pedestrian pathway at the **main entrance (Gate 1)**. Where required, pedestrians should also use the marked pedestrian crossings to ensure safe access to the school grounds.	All
3. **College Staff Carpark** – Parents/carers are encouraged to park on **Segenhoe Street** and enter the College grounds on foot. Access to the **College Staff Car Park (Gate 1)** is restricted to the designated **5-Minute Drop-Off/Pick-Up**, **Visitor**, and **30-Minute Church Parking** spaces only. i. **5-minute Drop-Off/Pick-Up parking** – Two clearly marked **5-minute parking spaces** are available within the college car park for parent use (refer to the map below). These spaces provide convenient access to pedestrian pathways, enabling students to walk safely to and from the school grounds. ii. **Visitor parking** – Three designated **Visitor Parking** spaces are located outside the Administration Building for parents/carers/visitors who need to remain on site for longer than five minutes. iii. **Church 30-minute parking** – Four clearly signposted **30-minute parking spaces** are available outside **St Thomas Church** for parent use during school days. Please note that these spaces may be unavailable during church events, such as funerals or special services. iv. **Overflow parking** – Additional short-term parking is available in the **Overflow Car Park (Gate 2)** for parents/carers accessing the Uniform Shop or attending the College. *Note: All drivers must observe the **10 km/h speed limit** within the college grounds (refer to the Traffic Flow Map below) and the **40 km/h school zone speed limit**, which applies between **8:00 am – 9:30 am** and **2:30 pm – 4:00 pm** on school days.*	Parents/ Carers/ visitors

4. **Bicycles, Scooters and Skateboards** – Students must dismount before entering the college grounds and walk their bicycles while on site and store them in the designated area. All bicycle riders are required to wear an approved safety helmet in accordance with legal requirements. For the safety of all members of the college community, riding bicycles, scooters, or skateboards within the college grounds is prohibited at all times. **E-bikes and e-scooters are not permitted on college grounds.** Bicycles, scooters and skateboards brought to the college are at the owner's risk. The college accepts no responsibility for loss, theft or damage to these items.	Students
5. **Student Drivers and Riders –** Students who drive a car or ride a motorcycle to school must park legally in designated on-street parking areas and are not permitted to park on college grounds. Students must remain on site for the duration of the school day and may leave during school hours only with written permission from a parent/carer and approved by an Assistant Principal.	Students Parents/ carers AP
6. **Excursion and Events** – All students attending an excursion or school event are expected to travel to and from the activity as part of the designated group arrangements outlined in the relevant **Event Risk Assessment**. i. **Early Collection from an Excursion or Event, including Sport (before 3:15 pm) -** Parents/carers who wish to collect their child directly from an excursion or event are requested to notify the college in writing beforehand or, where applicable, via the Compass Event Questions. Upon arrival, the parent/carer must sign the student out with the supervising staff member, and staff must notify the front office as soon as possible to update Compass. ii. **Students Leaving an Excursion or Event, including sport -** As a rule, students will not be permitted to leave an excursion or event independently or walk home without an accompanying adult. If a parent/carer is not present to collect their student at the time of departure, then students are expected to return to the college with the group for normal dismissal procedures. Parents/carers must request any exception in writing and have the Event Organiser approve it before the event. iii. **Student Drivers at Excursions and Events -** Students wishing to travel to an excursion or event in their own vehicle must obtain written permission from their parent/carer and approval from the College Principal. The transportation of other students by student drivers is generally discouraged. In exceptional circumstances, obtain additional written consent from all parents/carers involved and approval from the College Principal before a student driver may transport another student to or from an event.	Students Parents/ carers Staff Principal
7. **Staff Parking During Peak Traffic Periods –** To support the safe and efficient movement of students, staff members who arrive after 8:30 am or depart before 3:30 pm are required to use the **Overflow Car Park (Gate 2).** This measure helps reduce vehicle congestion in the main car park during peak student drop-off and pick-up times.	Staff

8. Information for Parents and Carers – Through Compass, college newsletters, orientation programs, and other school communications, parents and carers will be regularly informed of the importance of: i. Modelling safe and responsible road-user behaviour. ii. Parking safely and legally in and around the college. iii. Ensuring their child travels safely to and from school. iv. Monitoring and supporting their child's travel arrangements. v. Identifying and reporting road safety concerns in the vicinity of the college. vi. Working collaboratively with the college and wider community to address road safety issues and promote a safe environment for all students.	Staff Principal
9. Further Education: The college will work in partnership with the NSW Police Force and other relevant agencies to provide students with ongoing education and awareness programs that promote safe and responsible road use. These initiatives will support students in developing the knowledge and skills required to travel safely to and from school, whether as pedestrians, cyclists, passengers, or future drivers.	Staff Principal



St Joseph's Catholic College, Aberdeen - Traffic Flow Map