

**ST MARY'S CATHOLIC PRIMARY SCHOOL,**  
**MANLY**

**Parent Information Handbook**



Denison Street, Manly 2095

Ph. 9977 2225

Email: [smm@dbb.catholic.edu.au](mailto:smm@dbb.catholic.edu.au)

Website: [www.smmdbb.catholic.edu.au](http://www.smmdbb.catholic.edu.au)

# ST MARY'S CATHOLIC SCHOOL MANLY

## PARENT HANDBOOK

We are proud to be part of an integrated system of forty-four schools that offer high quality learning opportunities in a thoroughly professional setting. Our teachers and staff are focused on their students and they take a “whole person” approach to ensure that all students not only achieve their academic best but also that their wellbeing and advancement in faith are nurtured. At St Mary's there is a focus on hospitality, enthusiasm and genuine endeavour, and we would be very pleased to share these qualities with you as we welcome you into our community.

### **History**

St Mary's School opened in 1881, five years after the establishment of the St Mary Immaculate Parish.

In the initial four years it had a lay Principal, before the 'Sisters of the Good Samaritan' took over teaching and administration in 1885. It taught boys and girls up to an intermediate level. At one stage there was even an industrial orphanage on site.

Both Stella Maris Secondary College and the Christian Brothers High School were once located here but have since relocated. The buildings on either side of our St. Mary's Church are now both occupied by our Primary School.

Over the years, the building interiors have undergone extensive renovations. The old Christian Brothers High School in particular, is now home to four senior classrooms, an exciting new media room and modern library. However, if you look around and up, you will still see signs of the original school, additions made at different stages and the beautiful, old church building at its centre. St Mary's has certainly combined the old and new, accommodating the growing need to educate children through the last century and into this one.

### **Learning Support Statement**

The primary role of the Learning Support Program is to support the class teacher in providing for the physical, intellectual, social, religious and emotional development of all the students in the class. Under the leadership of the Learning Support Teacher and class teacher, and with the assistance of Learning Support Assistants, the team's role is to be responsible for –

- Enhancing the inclusion of students with learning needs enrolled in the school community and supporting parents in this process.
- Assist in building the capacity of all staff to support students with learning needs.
- Liaising with key stakeholders for each student ie parents, CSO personnel and external professionals to secure successful outcomes for students with learning needs.
- Coordinating learning support personnel to promote a cohesive and effective learning support team to maximise effectiveness in supporting teachers to meet the needs of all students.
- Coordinating appropriate transition processes at key points in the student's life.
- Collaboratively working with teachers in planning adjustments and accommodations for students– mandated according to DDA and Standards for Education.

## **COMPASS**

Compass is a student information system that we use for communication, permission notes, attendance, reporting and other school and student information.

## **ALLERGIES**

A number of children at St Mary's are allergic to particular substances. Some children are anaphylactic so we ask that any foods containing nuts or sesame seed NOT be used for morning tea/lunch for children K-6. An Anaphylaxis Action Plan must be completed by a doctor and given to the school with an EpiPen or relevant medication.

## **APP**

Compass

## **ARRIVAL**

Children are to arrive each morning from Mon-Fri between 8:10-8:35am. Entry is via the Denison Street gate or Churchyard. Children place their bags near the wall of the Middle playground. Children are to sit and wait until a teacher is on duty at 8:10am before play can commence.

## **ASSEMBLIES**

Morning... Mon-Fri 8:35-8:40am... Welcome/Prayer/Messages... Middle Playground

Fortnightly (Terms 1, 2 and 4)... Fri 2:20-2:55pm... Class Items/Principal Awards... School Hall.

## **ASSESSMENT BEFORE START OF TERM 1**

All children K-6 will be assessed individually at the beginning of the year via the Mathematical Assessment Interview. Kindergarten students will also be assessed using the 'Best Start' program in Literacy. These are one to one child/teacher assessments and are conducted via a pre booked online appointment schedule. Parents will need to book a time before the end of Term 4 of preceding year. Access information will be provided by the school.

## **ASSESSMENT & REPORTING EACH SEMESTER**

A report is prepared by all class teachers K-6 at the end of Semester 1 [ie Term 1 & 2] and then again at the end of Semester 2 [ie Terms 3 & 4]. Interviews are held soon after families receive these reports. Families may choose between a 2 way meeting involving a parent/teacher or a 3 way meeting involving the child as well. Interview times are booked via Compass.

## **ATTENDANCE**

*Regular school attendance is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. It is a parents legal responsibility to ensure that their children of compulsory school age are enrolled in a government or registered non-government school or are registered with the NESAs for home schooling, that their children attend school regularly and that they explain to the school, the reasons for the absence(s) of their children promptly and within seven days taking measures to resolve attendance issues involving their children. Note: 7 days is calendar days as opposed to school days. (CSO Procedures for Management of student attendance in the Broken Bay Diocesan Schools System.)*

**Daily Absences** Students attend school on all days open for instruction from 8:40am through till 3pm. If a student is absent from school parents can communicate the reason for this absence via Compass. All explanations must be provided to the school within **7 calendar days** of the absence or they are recorded as "unexplained". Please note that "they are away today" is not a sufficient reason; please indicate the clear reason so that this explanation can be entered into the roll. We ask for your understanding that it is the school's legal responsibility to keep clear and accurate records of attendance for students.

**Late Arrivals or Early Leavers** If your child is late for school (past 8:40am) you must accompany them to the office so you can sign them in via the Compass kiosk. The students will then be sent to class by the office staff, we kindly ask parents follow this procedure so that learning is not interrupted.

If your child needs to leave early for an appointment An adult must collect your child from the office and signed out via the Compass kiosk.

**Leave greater than 10 days** We strongly encourage all families to travel within the allocated breaks from school, however from time to time we understand that this is not possible. If your child's leave is greater than 10 days, parents must make contact with the School Principal via Office Administration before leave can be granted. This can be in the form of an email or written letter. Office Administration will then inform the family of the necessary next steps, which includes filling in a leave form and providing travel documentation including flight details.

If a non-parent is collecting your child early or dropping them off late, please provide a written notice with the name and phone number of the person.

For any other details or queries about attendance at St Mary's, Manly please contact the school office on [smm@dbb.catholic.edu.au](mailto:smm@dbb.catholic.edu.au) or 9977-2225.

### **BEFORE/AFTER SCHOOL CARE**

A service operates by Catholic Care from 7-8:25am & 3:00-6:00pm Mon-Fri. Application forms available from school office or their website: [www.catholiccaredbb.org.au](http://www.catholiccaredbb.org.au).

### **BEHAVIOUR**

Our school has high expectations for student behaviour and follows the Positive Behaviours for Learning Framework. School and class rules reflect our school motto LISTEN, LOVE AND LEARN. Parents are encouraged to report any incident as soon as possible to class teachers and vice versa, so appropriate action can be taken.

### **BUDDIES**

Stage 3 students and Kindy students are partnered up to form a buddy system for their time in Kindergarten. The school runs the 'Better Buddies' program and this helps Kindy students to settle in to school life and adapt to routines with support from their "Big Buddy".

### **CANTEEN**

The canteen usually operates each Mon/Thurs/Fri at LUNCHTIME ONLY. Lunches are ordered online via Qkr and a menu is on Qkr. Register for Qkr! on a web-enabled device to order. An App is also available for your convenience. Please ensure you have placed your online order by 9am.

### **CHILD PROTECTION**

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

***See also Appendix 1: CHILD PROTECTION INFORMATION***

### **COMPLAINTS**

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

**See also Appendix 2: MAINTAINING PROFESSIONALISM**

## **PARENT HELPERS / VOLUNTEERS**

The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with children
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

**See also Appendix 3: WORKING WITH CHILDREN CHECKS**

## **APPENDIX 1:**

### **CHILD PROTECTION INFORMATION**

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

#### **Responding to risk of harm**

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible. If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

## **APPENDIX 2:**

### **MAINTAINING PROFESSIONALISM**

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### **Addressing complaints of inappropriate behaviour by staff**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child

## **APPENDIX 3:**

### **WORKING WITH CHILDREN CHECKS**

#### **Screening of those working in schools**

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>.

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

**Phone: 9847 0618 or Office Fax: 9847 0611**

#### **CLOTHING POOL**

Several times throughout the year, the school operates a clothing pool for second-hand uniforms in the hall, usually close to change over to Summer (Terms 1 & 4) or Winter (Terms 2 & 3) uniforms. Donated items your child has outgrown are sold, with all proceeds going to Wesley Heights Nursing Home in Fairlight, which senior students visit regularly. The school newsletter will notify you of upcoming clothing pool days.

## **COUNSELLING**

Our school has access to a counsellor when/if children experience emotional, social and/or related behavioural issues. Parents and/or teachers may initiate a referral at any time in consultation with the class teacher and principal. Referral forms must be completed as an early step in this process. Counselling sessions are held at school and family meetings are an important part of this process.

## **CRUNCH AND SIP**

Every class has “Crunch and Sip” at approximately 9:45am each day. This helps to re-energise the children for learning half way through the morning block. Children can snack on fruit or vegetables at this point, which are supplied by parents each day in lunchboxes.

## **DATES**

All Term calendars are available on Compass and are updated throughout the year. This calendar will include class, school, social, fundraising, parish and other events.

## **DEPARTURE**

Each afternoon Mon-Fri a final bell rings at 3:00pm. Children who walk home with a parent or carer can be collected from under the big tree in Denison St Playground.

Children being collected by car from either the Churchyard and/or Denison Street gate will be supervised by teachers in both locations. Parents are to remain in their cars in the queues in either Whistler/Denison Streets or the Churchyard. Teachers will call children’s names and/or accompany children to their cars. Please drive safely at all times. Guidelines of procedures are at the end of this handbook.

## **DUTY OF CARE**

Please contact the office by email, or note if there are any changes to normal arrangements for student travel, special appointments, illness or other absences from school, changes to after school care and/or any late arrival/collection.

Please note that all external doors are usually closed after 8:45am to provide children with a safe internal route to/from classrooms, toilets and the office. We ask that parents access the school via the office (Denison Street Entrance) after 8:45am.

## **EXCURSIONS**

Each year children will participate in excursions/special events. Permission notes will be sent home.

## **FAMILY CONTACT DETAILS**

Please contact the school immediately if there are any changes to the family address, phone, email or other contact details. This is essential so that the school is able to contact parent/carers in case of an emergency or otherwise. You will also need to update via Compass.

## **FAMILY MASS**

Family Masses are held regularly throughout the year on the 4th Sunday of each month at the 6:00pm Mass, each grade has an opportunity to lead these Masses throughout the year. A BBQ is held after Mass and all families from K-6 are most welcome.

## **FEES**

Statements are issued throughout the year, usually around beginning of every month. Fees can be paid in full, weekly, fortnightly or monthly. Payments are preferred by BPay. We also accept QKR, credit card over the phone, cheque or cash at the office. Parents can also apply for a time payment plan. A discount can be given if/when siblings are also enrolled at St Mary’s or other diocesan schools. Please contact the office if you have any questions regarding fees.

## **FIRE/EMERGENCY**

Main exit gates during school times are located in Denison/Whistler Streets and Francis Lane [behind Manly Pacific Hotel] depending on location of class/staff/parents/visitors in the school site at the time of the fire/emergency.

Main assembly point is Manly Beach opposite the Denison Street crossing.



Fire and Lockdown drills are a regular part of school life so we encourage parents to discuss this experience with children and to report any concerns/questions to class teachers as soon as possible.

### **GRADE PARENT REPRESENTATIVES**

Each grade K-6 has designated Grade Parent Representatives who will liaise with all the families with children in a particular class. The Kinder grade parents play a vital role in helping communication to flow smoothly between home and school. They support the efforts of Class Teachers to ensure that the pastoral, social and informational needs of all families are taken into account during the school year. Contact is usually made via note, phone, email or a closed Facebook group.

### **LIBRARY & LIBRARY BAGS**

All children will participate in a Library lesson each week. Library bags are to be used to help the children care for any books borrowed each week

### **MEDICATION**

Members of staff are only allowed to give medication including Panadol if parents have completed the correct forms available from the school office and our website. Doctor's approval is required as part of this process. Medications are stored in the front office. Please inform the office of any allergies, asthma etc as soon as possible so our class medical lists can be updated. An Asthma/Allergy Action Plan must be completed by the doctor and can be found on our school website, on the Parent Information page, or you can visit the office.

### **NEWSLETTER**

A copy will be emailed home each week on Wednesdays. Any items to be included must be received by Tuesday. A copy of the newsletter will also be on Compass.

### **PARISH BULLETIN**

A copy will be distributed via email generally on a Friday. We encourage all our families to read the bulletin which includes a children's activity page and details about forthcoming events including special children's liturgies held on Sunday mornings.

### **PARENT EDUCATION**

We anticipate that there will be courses or workshops available for parents each year. These will focus on such areas as Literacy, Numeracy or Pastoral Care/Well-being.

### **PARENTS & FRIENDS MEETINGS**

Meetings are usually held once each term and it's a great way to make new friends and to become involved in school life. See the newsletter for regular P&F news.

### **PARENTS & FRIENDS EVENTS**

There are several set events throughout the year. Specific dates will be advised, but the following is guide of events:

#### **Term 1:**

#### Welcome Night

Drinks on the school grounds to welcome Kindy and new parents throughout the school. All other parents supply the drinks and the food – you simply need to come along and have a great night. You'll get to meet new parents, old parents and teachers. Get a babysitter and don't expect to be home before 11pm!

#### Walkathon

This is a whole school event to promote a healthy, active lifestyle, as well as a chance to spend some quality time with children along the promenade from Shelley Beach to Queenscliff. Everybody arrives back at school for a sausage sizzle!

### Movie Night 1

Organised by Year 5 parents in the middle playground this is a great night for all families, under the stars with a huge blow up screen, bean bags and yummy food!

Term 3:

### Disco

Organised by Year 2 parents in the middle playground, this is a very popular event for all students. Teachers, students and parents all have a great night, bopping along to the music!

### Movie Night 2

Organised by Kindergarten parents in the middle playground this is a great night for all families, under the stars with a huge blow up screen, bean bags and yummy food!

Term 4 :

### Cocktail Party

Fancy, and not just in dress. Held at a venue such as the Manly Golf Club or International Management College, the night has a theme that you should throw yourself into. Artworks from each class are auctioned off, along with a host of other items.

### **PARISH CARPARK**

This area is only to be used when visiting the parish centre or church after 9:00am from Monday - Friday. It is not to be used for parent/carer parking when visiting the Manly CBD or for long stay parking. School/parish staff park in the section adjacent to Raglan Street. Parishioners may park in the section adjacent to the Church for Morning Mass but are expected to move their cars by 10:00am so this area is free for use as a children's playground from 10:15am-2:45pm... and then as a collection area for family cars in 2 queues facing the Whistler Street gate from 2:30-3:15pm.

### **PARISH CONTACT DETAILS**

Please contact Jenny [Secretary] or Michelle [Pastoral Worker] about any parish activities and/or to organise an interview with Fr David Taylor, our parish priest. PH 9977 5822

### **PROHIBITED EMPLOYMENT DECLARATION**

Any parent/carer/grandparent who intends to volunteer for the canteen, classroom, excursions etc must complete this form. Copies are available from the front office.

### **SCHOOL ADVISORY GROUP**

The School Advisory Group meets each term and is a group of parents who meet to assist the Principal and leadership team with strategic decision making and supporting the school's management and improvement plans. Reports are tabled at the term P&F Meetings.

### **SCHOOL CONTACT DETAILS**

Principal	Paul McGuire
Senior Administrative Officer	Christine Brunsdon
Admin Officer	Alison Keen
Postal Address:	PO Box 307 Manly
Phone	9977 2225
Web Site	<a href="http://www.smmdbb.catholic.edu.au">www.smmdbb.catholic.edu.au</a>
Email	<a href="mailto:smm@dbb.catholic.edu.au">smm@dbb.catholic.edu.au</a>

### **STATIONERY**

All students will receive a Stationery List at the end of each year for the beginning of the new year. Please check with the office if you have any questions.

### **TERM OVERVIEW**

Each term a new outline will be sent via Compass for all classes. This gives an overview of what students are learning each term. If you can assist in any way, don't hesitate to contact the teacher, eg if your work/hobbies/experiences may add to student learning.

## **TIMETABLE & BELLS**

The following school timetable operates Mon-Fri:

	BELL
Morning Session	8:40am
Recess	10:30am
Middle Session	11:10am
Lunch	1.00pm
Afternoon Session	1.40pm
End of day	3:00pm

## **UNIFORM**

Uniforms can be ordered online via our supplier, Cowan & Lewis, <http://cowanlewis.com.au> locate St Marys School, Manly, then place your order. If unsure of sizes, please call the office to arrange a time to visit to try on sample sizes before ordering. Deliveries and returns occur each Tuesday and Thursday.

## **SPORTS UNIFORM**

Sports uniform will be worn two days a week, one for PE (Physical Education) with our Specialist teachers and one for Physical Education during class time. These days will be confirmed at the beginning of the year by your class teacher.

## **VOLUNTEERS- CONFIDENTIALITY**

When arriving at school all visitors must sign in and out of the school site via the office. All classroom volunteers must sign a confidentiality form before they are able to be included on any classroom volunteer programs for K-6. Copies are available from the office and are supplied by teachers at the start of each year.

Parents/carers who wish to become classroom volunteers [eg. during the Literacy Block from 9:00-10:00 each day] will need to participate in training session[s] before they begin helping in classrooms. These will be run in early Term 1.

## **WEBSITE**

Please visit our website- [www.smmddb.catholic.edu.au](http://www.smmddb.catholic.edu.au)



## ST MARY'S CATHOLIC SCHOOL

Denison Street, Manly 2095

Ph 9977 2225 or 9977 2411

E: [smm@dbb.catholic.edu.au](mailto:smm@dbb.catholic.edu.au)

Website: [www.smmdbb.catholic.edu.au](http://www.smmdbb.catholic.edu.au)

### St Mary's Drop off and Pick up Guidelines

At St Mary's supervision of the students begins at 8:10am. There is no official supervision before this time, unless your child is at Before School Care. Students are supervised in the middle playground by a teacher from 8:10am until 8:40am, when our school day promptly begins.

The safety of people within our Parish and School community is a responsibility we **ALL** share and this note highlights the procedures and guidelines for Pick Up and Drop Off of all students.

#### **MORNING DROP OFF**

When dropping off your child there are several options; Denison Street, Churchyard or Middle Playground.

**Denison Street-** In front of the main school entrance there is a "Kiss and Drop" zone where parents can "drop" off their children and watch them walk into school. We ask that you **do not exit** your vehicle so that all parents can benefit from this drop off option. *A reminder there is no official supervision of the children until 8:10am when using this option.*

**Churchyard- Parking is only available in the Churchyard before school if you are attending morning assembly but cars must be moved straight after as this is reserved for members of our community attending Mass and Parish/ School Staff parking.**

**Middle Playground-** Parents can walk with their children to the middle playground where they are supervised by school staff from 8:10am. There are parking options offsite at the beachfront, local streets or at one of the local carparks which offer 2 hour free parking.

#### **AFTERNOON PICK UP**

When picking up your child there are several options; Denison Street, Churchyard or Middle Playground. We encourage all parents to take advantage of the drive through options at Denison Street and Churchyard.

**Denison Street-** Denison Street pick up is a drive through service, where **parents are required to remain in their cars** so that all parents can benefit from this quick and easy pick up and also so that traffic in the local community is not affected. This pick up point should be accessed by entering Whistler Street and joining the queue on the right hand side of the street. This queue starts at the Blue Sign at the defunct driveway near the school hall- not the beginning of Whistler Street or the

**driveway that enters the carpark or the stretch of road between the pedestrian crossing and defunct driveway-** this stretch of Whistler St is a “No Stopping Zone”, the Presbytery driveway is also a “No Stopping Zone”. Rangers regularly patrol this area and the current fines are \$330 and 2 demerit points, for being in a “No Stopping” zone. <http://www.rms.nsw.gov.au/documents/roads/safety-rules/demerits-school.pdf>

The queue then travels along Whistler Street and turns right into Denison Street exiting at Manly Beachfront. We ask that all parents using this service have their **Surname written clearly on a piece of paper/cardboard and displayed in your front windscreen**, so that school staff can call names and have your children promptly ready for you.

**We ask that if the queue is not moving, please drive around the block and re-join the queue, alternatively you may wish to park on the beachfront or at one of the local carparks which offer 2 hour free parking. Please do not block traffic on Whistler or Denison Street.**

*Please note school staff cannot be expected to recognise the numerous cars that families own or see through tinted windows. We also ask all parents abide by the NSW Road Rules, including not using your mobile phones and adhering to No Stopping zones and the school zone speed limit. The school cannot assist families who are issued with fines if they violate NSW Road Rules.*

**Churchyard-** Churchyard pick up is a drive through service, where **parents are required to remain in their cars** so that all parents can benefit from this quick and easy pick up and also so that traffic in the local community is not affected. Churchyard pick up begins by entering via the green gate on Raglan Street (please do not block the carpark entrance) and lining up in a car line that exits via the Whistler Street gate. Two lanes form when entering into the Church side of the carpark where students will be delivered to the cars, we ask parents do not exit their cars and come to their children, so that the staff can monitor the safety of the children. **We ask that all parents using this service have their Surname written clearly on a piece of paper/cardboard and displayed in your front windscreen**, so that school staff can call names and have your children promptly ready for you. *Please note school staff cannot be expected to recognise the numerous cars that families own or see through tinted windows. We also ask all parents abide by the NSW Road Rules, including not using your mobile phones and adhering to No Stopping zones and the school zone speed limit. The school cannot assist families who are issued with fines if they violate NSW Road Rules.*

**We ask that if the queue is not moving, please drive around the block and re-join the queue, alternatively you may wish to park on the beachfront or one of the local carparks which offer 2 hour free parking. Please do not block traffic on Whistler or Denison Street.**

From time to time this pick up option will be closed due to Funerals, Weddings or other events beyond St Mary’s School control- parents will be notified in the event of this occurring. If Churchyard is closed, alternate pick up will be Francis Lane- located between the Novotel and St Mary’s.

**Middle Playground and “Big Tree” (Denison Street non car pick up)**- Parents can also pick up their children from the middle playground and the Denison Street playground area on foot. If parents are using this pick up option they are asked to park in the local surrounding areas and **not the Churchyard carpark** as this creates a safety issue for the students and staff on Churchyard pick up as reversing cars interfere with the drive through and creates extra traffic stress on the local community.

**There is no parking in the Church side of the car park between 10:30am-3:30pm**

We thank you for supporting us in following these procedures and guidelines to help create a safe and respectful school environment for all of our community,

St Mary's Staff