

# ST MARY'S CATHOLIC PRIMARY SCHOOL

## MANLY



## Parent Information Handbook

Denison Street, Manly 2095

Ph. 7256 2135

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.

## **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 seeds are NOT used for morning tea/lunch for all children from K-6. An Anaphylaxis Action Plan must be completed by a doctor and given to the school with an EpiPen or relevant medication.

## **APPS**

Compass (School Admin) and QKR! (Payments for canteen, P&F, Clothing Pool)

## **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:** Fri 2:30-2:55pm (fortnightly)- Merit/Values Awards (Wks 4/8)- 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 K-6 class teachers at the end of Semester 1 [Term 1 & 2] and then again at the end of Semester 2 [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 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 are calendar days as opposed to school days. (CSBB 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 to 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 be 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 contact 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 7256 2135.

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

A service operates by Catholic Care from 7-8:25am & 3:00-6:00pm Mon-Fri. Application forms are 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 into school life and adapt to routines with support from their "Big Buddy".

#### **CANTEEN**

The canteen operates each Mon/Thurs/Fri at LUNCHTIME and over the counter sales at morning tea. Lunches can be ordered online via Qkr including all menu options. 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 for same day orders.

#### **CLOTHING POOL**

Several times throughout the year, the school operates a clothing pool sale 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 halfway 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 via Catholic Schools Broken Bay, usually around the 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 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.

The 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, a closed Facebook group or a WhatsApp 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/ Colour Run

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 Shelly 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 Pacific or Manly Golf Club, 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.

### **SCHOOL ADVISORY GROUP**

The School Advisory Group (SAG) 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.

### **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] about any parish activities and/or to organise an interview with Fr David Taylor, our parish priest. PH 9977 5822

### **SAFEGUARDING**

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the NSW Children and Young Person (care and protection) Act 1998

### **PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS**

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children, and we strive to uphold NSW Child Safe Standard 3: families and communities are informed and involved and National Catholic Safeguarding Standard 3: partnering with families, carers and communities.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office, and get a visitors badge from the office as per school procedure.
- [Complete the CSBB Contractor and Volunteer Engagement form](#)
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

## **RESPONDING TO CONCERNS**

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

## **APPENDIX 1: SAFEGUARDING INFORMATION**

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

### **Responding to Risk of Significant Harm**

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline). School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

## **APPENDIX 2: WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school. The purpose of the check is to exclude people from working with children and young people 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 child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation. CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).

## **APPENDIX 3: MAINTAINING PROFESSIONALISM**

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:

- Demonstrate appropriate relationships with children and young people 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 and young people 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 of adults towards children and young people



We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors 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 Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors. If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\)](#).

### **STATIONERY**

P&F will be providing stationary for all students in 2024 and will be coordinated by the school. Parents do not need to purchase any items for their child/ren.

### **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, please 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	10:40am
Middle Session	11:20am
Lunch	12.50pm
Afternoon Session	1.30pm
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.

### **SCHOOL CONTACT DETAILS**

Principal	Paul McGuire
Senior Administrative Officer	Alison Keen
Postal Address:	PO Box 307 Manly
Phone	7256 2135
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>

Updated: January 2024

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### **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 leave** 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 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 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 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.