

# Transport Policy and Procedures

## Values

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The Small School fosters the wellbeing and safety of children and staff.

Commitment to relationship building within the school community and the community generally is highly valued at The Small School.

All adults at The Small School model respectful relationships and conflict resolution practices.

The Small School deeply values procedural fairness as a fundamental right in a democratic society.

## Purpose

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The purpose of this policy is to set out the ways that The Small School will manage the transport and car parking needs of staff, parents and visitors to the school.

As a school operating within a mixed-use zone (commercial and residential) in close proximity to the central business district of Murwillumbah, there are important transport and car parking requirements of which The Small School community should be aware.

Adherence with the parking requirements contained in this policy are a condition of enrolment at The Small School.

## Responsibilities

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As a school operating within a mixed-use zone, it is the responsibility of our school community to take all reasonable measures to ensure our operations do not negatively affect the operations of nearby businesses on King Street or the amenity of nearby residents on Prince Lane.

This requires active management of car parking in the vicinity of the school and of vehicular use of Prince Lane by staff and parents.

It is the responsibility of the School Manager or delegate:

- To ensure that parents are given a copy of this policy and that they understand its requirements and the parking needs of nearby businesses on King Street.
- To speak regularly with parents about parking practices or concerns.

- To ensure visitors to the school, including delivery drivers, are made aware of the requirements contained in the policy.
- To oversee the arrival and departure of children from The Small School and ensure that it is consistent with this policy.

It is also the responsibility of the School Manager to communicate regularly with nearby business owners and residents to ensure they are aware of The Small School's car parking policy. This policy should be made available if requested and is publicly available on The Small School's website.

## Transport to and From School

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### ***Private Transport and Car Parking for Parents and Visitors***

There are five (5) car parks on-site at the school premises. They are located at the rear of the school and are accessed via Prince Lane.

Staff are required to park in the nominated 'staff' car parking spaces provided. Parents, in particular parents who are volunteering at the school (and hence staying longer than normal drop-off), should use the nominated 'visitor' car parks.

Staff and parents are required to drive forward into the car parks upon arrival, and when leaving to reverse on-site and to drive forward onto Prince Lane. Entering and exiting the car park in a forward-facing motion is vital for the safety of children and other vehicles using Prince Lane.

Parents are asked not to leave children unattended in the car park at the rear of the school. Upon arrival at school, parents must walk with their child in through the back gate leading from the car parking areas.

### ***Additional Car Parking***

A number of the nearby businesses on King Street provide medical and allied health services and are regularly accessed by patients and customers with limited mobility. It is important that they are given priority to the on-street car parking in the vicinity of the health services they are accessing.

Additional parking is available in the public car park across from the school, which is accessed from King Street. The section of this car park which is not undercover, beside the Sunnyside Shopping Mall, is a public car park and may offer some additional parking for parents during drop-off and pick-up times. Parents who use this facility must accompany children across King Street.

Where parking on King Street is necessary parents and visitors should park as close to the school building as possible. Street parking in front of nearby health services should be avoided except under exceptional circumstances.

From time-to-time extracurricular events will be held at the school. These will normally occur outside of normal business hours when the nearby businesses are closed. Parking on King Street outside of normal business hours is acceptable.

Normal business hours are Monday to Friday 8.30am to 5.30pm and Saturday 8.30am to 1pm.

### ***Vehicle Use of Prince Lane***

Prince Lane is a service lane for the school and surrounding businesses and residences. As a narrow and unmarked lane, slow travel is vital. It is a condition of enrolment at The Small School that parents carefully adhere to the road signage in Prince Lane. The speed limit is 40km/hour during school start (8.00 - 9.30am) and finish (2.30 – 4.00pm) times and 50km/hour at all other times.

### ***Travel by Bus***

The Small School has a dedicated bus stop on King Street. Positioned about 20 metres east of the school building, near the entrance to Factory Lane. The bus stop is visible from the school gate. Upon enrolment and at the beginning of each school year, the School Manager or delegate will provide parents with information about the bus transport which is available to students of The Small School.

A staff member will meet the buses at the bus stop and walk children to and from the bus stop. A staff member will wait for buses in the morning at the designated *Waiting Area* in the front garden. Children will also wait here in the afternoons with a staff member while waiting for their bus.

### ***Car Pooling***

Arrangements between parents who live in surrounding villages to car pool for drop-off and pick-up is encouraged wherever possible. Car Pooling arrangements will be posted at the school and in the school newsletter.

### ***Walking and Riding to School***

Families who live in Murwillumbah are strongly encouraged wherever possible to walk or ride to school. Secure bicycle storage is provided in front of the school building adjacent to the front pedestrian entrance.

### ***Communicating with the School about Transport Arrangements***

It is The Small School's policy that parents inform the school how their child/ren will be arriving and leaving school each day. The Small School maintains a daily Departure List based on the attendance roll for the day which also records the method by which children will be travelling home.

If persons other than the parents/guardians of the child/ren are required to collect children from school, parents must have given prior permission to the school. This information is contained in each child's Student File.

It is the responsibility of parents to ensure friends or family members dropping off or picking up children on their behalf are aware of the school's policy about car parking requirements.

Full details about keeping the school informed of transport arrangements and persons authorised to collect children are contained in The Small School's *Enrolment and Attendance Policy*.

### ***Deliveries***

Deliveries to the school must occur via King Street. The School Manager must ensure delivery drivers are requested to park on King Street as near to the school building as possible and to access the building via the signed pedestrian entrance at the front of the building.