

## **Departure Procedures (Going home safely)**

<b>Local Bus</b>	Departure Time 3.05pm – completes route by 3.40p.m.
<b>Hamilton Bus</b>	Departure time 3.10-3.20p.m
<b>Collected by Vehicles</b>	Leaving the school grounds after 3:00pm
<b>Biking or walking</b>	Leaving the school grounds after 3:00pm
<b>After-School Care</b>	Remaining in the school grounds

### **After School Exit Procedures:**

**No child is to go to another child's house, unless arrangements have been made by the parents before 3:00pm. Parents need to notify the school if a child is travelling on the bus to another child's house.**

**All Teachers on after-school Duties are to wear high visibility vests.**

**All Teachers are to report to the office before going on duty to check the "Bus Book" for changes to going home arrangements and verbal messages from the office staff.**

**Changes to how a student normally goes home must be notified by a parent or caregiver.**

#### **Bus Duties:**

- If a student is unsure whether they are to go home on the bus or not- hold the bus briefly while an attempt is made to contact the parents. If there is no parental confirmation, for the safety of the student, retain them at school, and contact the parents.

**Local Ohaupo Bus Duty:** students assemble in front of the main Office entrance. The duty teacher will check the names from the bus roll list and pupils will then board the bus.

Check that students using the bus have a current bus tag on their school bags.

If it is raining, students assemble in the foyer at the rear entrance to the administration block. Bus pupils may board the bus, when the duty teacher arrives, and then have their name checked from the bus list.

Students whose names are not listed on the roll must have permission recorded in the bus book before getting on the bus. Add names of casual users. Check all regular local bus users are accounted for before giving the bus the all clear to depart.

**Any problems with bus transport should be referred to the Te Awamutu School Transport Committee Noel Cox, Phone 021 405 560**

#### **West Road Duty for students walking or biking:**

Bikers line up along the path to the bike stand. Walkers line up by the memorial wall. Check names off the list recording B for biking or W for walking. Add extra names to the list if required. (list collected from the office).

As soon as the Teacher on Hamilton Bus Duty arrives, hand over the list and walk down to the "Children Crossing Sign" on Ohaupo Road and open it (check that it has not already been opened by a parent)

Once the sign is open (The Teacher is at West Road, and the students have been checked off) they can be crossed over the roadway to the tunnel pathway. Always cross the Bikers first and make sure there is a reasonable gap before crossing the walkers.

At West Road cross the students in groups making sure the bikers are crossed before the walkers arrive.

Students cross some 30metres down West Road at a point opposite the Letterbox. The teacher stands on the Conner of West Road and Ohaupo Road and waits for all traffic to clear before calling for the students to CROSS NOW! The students will then all walk in good order across West Road.

Once the students have reached the paved walkway along Ohaupo Road bikers can mount their bikes. Once all have crossed the duty teacher walks back to the "Children Crossing Sign" and closes it before returning to the school.

**Hamilton Bus Duty:** Students line up in front of the computer suite. If it is very wet, students should wait in the Library Foyer. Check names off the list and make sure all children get on the bus.

**Hall Duty for Students collected by vehicles:**

Check the "Bus Book" for any changes to how students are going home. Organise students as they wait for parents or caregivers to collect them. Adults are to walk to the pathway to collect their children. Students are not to walk in the car-park area without an adult. Students wait in the area in front of the hall until they are collected. The foyers and cloak-bay outside the music room provide shelter on wet days.

Follow up any students remaining at school after 3:15pm

**After School Care;** Students who are enrolled in the after school care programme go directly to the Hall at 3:00pm and remain in the Hall until they are permitted by the Kidz Zone Staff to use the school grounds (usually after 3:30pm). Parents and Care-givers communicate directly with the Kidz Zone Staff concerning changes to after-school care arrangements for regular students.

Parents of casual students contact both the after-school care provider and the school office so that the names of students attending can be recorded (in the "Bus Book").

From time to time when the Hall is required between 3:00 and 6:00pm the after school programme may be relocated to another area of the school. (e.g. The Library or one of the classrooms).

**Road Sense**

Regularly the whole school develops understanding of Safety on our Roads by focused teaching and learning programmes.

There will be focus on "Before and after-school"- walking, biking, travelling by bus or car and train crossings. All types of travel safety are relevant to students who live in and around Ohaupo.

As part of the Road Sense Inquiry Senior students will undertake a survey of the practices of Teachers, Students and Caregivers in 2013. Good practices will be reinforced and re-education or modification of our practices will be implemented to address anything that is detected as potentially dangerous or undesirable.