

# St Pius X Primary School



## Travel Procedures After School

## **RATIONALE**

We have this policy because the Safety of children comes first.

## **NORTH STREET BUS DUTY**

There are 9 buses that arrive on North Street.

The first buses to arrive are: 20, and 6. They can wait for the children so no child should be dismissed before 3.20 p.m. not even East Street. However, these children must leave the room first at 3.20 p.m.

The teacher on Bus Duty must leave their rooms at 3.20 p.m. sharp, so they can tell the children where to sit on the paved area under the shelter near the office.

## **Rules**

- Children are not allowed to play any games e.g. Handball, Basketball etc, under the large covered area. This rule **MUST** be enforced by every teacher on duty including casuals.
- Children are not allowed to stand by the Big Gate or go outside to wait for the bus.
- The teacher stands by the gate when the bus arrives and sends the children out in an orderly manner.
- If the children need to go to the toilet or have a drink, they must ask the teacher and do so quickly so they don't miss the bus.
- If a child misses the bus they need to inform the teacher who will send them immediately to the office. The Secretary either rings the bus company or the parents.
- Remind children to collect all belongings before they line up to catch the bus.
- The teacher locks the gate when all children have left.

## **EAST STREET BUS DUTY**

- The children who catch this bus are to wait on the verandah in **front of the office** for the teacher.
- The teacher then walks them to the bus area which faces East Street.
- The teacher opens the gate.
- No one is allowed to play any running games.
- The teacher stands by the Gate and lets the children out only when the bus stops.
- When all children have left the teacher locks the gate.

## **PICKED UP BY PARENTS**

These children wait with the teacher by Young Street Gate. When the parent comes to the Gate the child leaves.

**No child allowed to run across the road to their parents car.** Children must be in this area and nowhere else.

When all children have left the teacher locks the gate.