

St Augustine's College, Sydney

Traffic and Parking Management Plan



Prepared by: Stantec Australia Pty Ltd for St Augustine's College Sydney

on 06/04/2023

Reference: N190000

Issue #: G

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1. INTRODUCTION

1.1. Background

A Traffic and Parking Management Plan (TPMP) was prepared by St Augustine's College in 2014 covering traffic and parking procedures and management measures implemented by the College. This report forms an updated version of the 2014 TPMP to reflect current conditions at the College.

This TPMP aims to control and manage traffic associated with the College and its activities. The College places the safety of children, parents/ carers and staff at a very high priority. The support of parents/ carers and staff through compliance with the plan is essential in ensuring its effectiveness. This policy is part of the College's commitment to continuously improve its facilities and recognition of the need for adequate parking facilities within the College grounds.

Whilst the College has been established for a considerable period of time, parents/ carers, staff, and students should be aware of the fact that it is surrounded by residential properties, and other users/ landowners that are important neighbours. Due courtesy to their needs should be considered by all College users when visiting the College. This particularly applies to inappropriate parking behaviour, which can adversely affect our neighbours when entering or exiting their properties and the surrounding streets.

The TPMP applies to all parents/ carers, staff and student drivers of the College.

The guidelines, which the College TPMP addresses, include the following:

- Management and safety of students arriving and departing to/ from the College.
- Provision of on-site parking for staff.
- Principles relating to students who drive to/ from the College.
- Provision of parking for visitors and delivery vehicles to the College.
- Management of traffic to minimise impact on local residents both during normal school days and for special events at the College.
- Encouragement of use of active and public transport options to access the College, as well as carpooling.
- Provision of bicycle parking.
- Bus management.
- Pedestrian management and safety

The details of the operation of this TPMP are provided in the following sections and Appendix A to ensure clarity in the efficient and safe management of those areas used for parking and traffic management within and around the College.

Upon approval of the TPMP, the College is to ensure that a copy of the approved TPMP is kept on-site at all times and made available to staff and students for their information and to the accredited certifier and/ or Council, on request.

2. PROCEDURES

2.1. Management of Students Travelling by Bus

2.1.1. Pittwater Road near Mitchell Road/ Pine Avenue

Students arrive/ depart on public buses at the Pittwater Road bus stop in the morning from approximately 8:15am to 8:45am and in the afternoon between 3:30pm-4:00pm. A member of staff will be at this location (on the southern side of Pittwater Road) to manage students and ensure they cross the road at the Pine Avenue traffic signals. Students will arrive and depart via the Alfred Road entrance and use the raised pedestrian crossing to cross Alfred Road.

2.1.2. Alfred Road College Entrance

Two staff will be on duty from 8:15am to 8:45am to ensure students alight buses and proceed through the Alfred Road entrance to the College.

Students arriving by bus each morning will move directly from the bus zone on the west side of Alfred Road into the College via the Alfred Road entrance.

Parents/ carers are not to park within the designated bus zones.

A minimum of two staff are rostered from 3:30pm to 4:00pm to supervise student activity during departures at the designated bus bays on the west side of Alfred Road.

Students are managed within waiting areas specified by the staff members and are called forward as buses arrive. Students are to move in an orderly fashion onto the designated bus under further supervision.

2.1.3. Pittwater Road outside 4 Pines Stadium

Student transport to sport training venues is provided by the College. Students depart the College via the Alfred Street gates and walk to Pittwater Road where a supervising teacher assists with the boarding of students onto the waiting bus/ coach.

2.2. Car Pick-Up and Drop-Off Management

2.2.1. Federal Parade 'No Parking' Zone

The Federal Parade zone functions well with students to continue to be dropped-off adjacent to the College and proceed through the Federal Parade entrance to the College when arriving in the morning. Such activity is monitored by student deans to ensure the implemented operational measures are complied with.

Two staff members are also rostered from 3:30pm until about 4:00pm to supervise departing students at the Federal Parade gates. Students are to wait within specified waiting areas until such time that the parent/ carer vehicle arrives, at which time they depart without delay.

2.2.2. Alfred Road ‘No Parking’ Zone

Similarly, students are to wait within the specified areas until such time that the parent/ carer vehicle arrives. Students will access the relevant vehicle and depart when the vehicle is in the pick-up zone. Ongoing monitoring of this activity by teachers/ student deans will continue, and to ensure appropriate use consistent with the implemented and communicated procedures.

2.2.3. Gulliver Street Main Car Park

Both before and after school, a staff member will be stationed close to the pick-up and drop-off bays on the northern side of the car park. The staff member will provide monitoring, assistance and guidance to drivers and pedestrians regarding safety and compliance to rules and the orderly entrance and exit of traffic. Signage is currently in place at the entrance to the Gulliver Street car park to advise all vehicles accessing the car park between 8:15am and 8:45am and between 3:15pm and 3:45pm to enter the car park with a left turn movement. This requires all vehicles arriving from the east to circulate anticlockwise around the College to allow approach on Gulliver Street from the west.

Supervising staff will also manage the Gulliver Street car park entry in the afternoon prior to the school bell. The supervising staff will be in place a minimum 15 minutes prior to the first afternoon school bell. The supervising staff will ensure queuing does not extend onto Gulliver Street. Any vehicles arriving after the on-site queue does extend to Gulliver Street will be directed to continue east on Gulliver Street and either park on-street or return after the school bell. The supervising staff will also ensure no vehicles attempt a right turn into the Gulliver Street car park during the morning drop-off and afternoon pick-up times.

Staggered finish times implemented for Year 5 and 6 students to reduce queuing during peak pick-up times in the afternoon will be maintained. The Year 5 students access the pick-up/ drop-off area internal to the Gulliver Street car park between 3:15pm and 3:25pm and Year 6 students between 3:25pm and 3:35pm.

Communication with the College community around these management measures will change behaviour, ensure compliance is maintained and minimise impacts on traffic unrelated to the school.

A summary of the roles of each supervising staff is provided in Table 1 with the locations of each supervising staff included in Appendix A.

Table 1: Roles of Supervising Staff

Number	Location	Rostered Time	Duties
1	Alfred Road College Entrance	3:30pm to 4:00pm	Overall management of bus pick up, Alfred Road pedestrian crossing, announcement of bus arrivals and supervision of students boarding buses.
2	Alfred Road Pedestrian Crossing	3:30pm to 4:00pm	Ensure safety of students that are using the Alfred Road pedestrian crossing.
3	Alfred Road Bus Zone	3:30pm to 4:00pm	General supervision of Year 7-12 students assembled and boarding buses.
4	Alfred Road Bus Zone	3:30pm to 4:00pm	General supervision of Year 7-12 students assembled and boarding buses.

PROCEDURES

Number	Location	Rostered Time	Duties
5	Alfred Road Bus Zone	3:30pm to 4:00pm	General supervision of Year 5-6 students assembled and boarding buses.
6	Corner of Alfred Road and Gulliver Street	8:15am to 8:45am 3:30pm to 4:00pm	General supervision of students to ensure they cross Gulliver Street safely.
7	Corner of Alfred Road and Pittwater Road	3:30pm to 4:00pm	General supervision of students to ensure no illegal crossings occur at Pittwater Road. Directing students northbound to Pine Avenue pedestrian crossing.
8	Pittwater Road (outside 4 Pines Oval)	3:30pm to 4:00pm	General supervision of students assembled and boarding Sport buses.
9	Intersection of Pittwater Road/ Pines Avenue	8:15am to 8:45am 3:30pm to 4:00pm	General supervision of students ensuring they cross Pittwater Road safely. General supervision of students boarding buses on Pittwater Road.
10	Entrance to Gulliver Street car park	8:00am to 8:45am 3:00pm to 3:45pm	Monitor traffic flow and queuing of vehicles waiting to enter pick up / drop off zone. Monitor entrance to ensure Year 5 and 6 parents / carers arrive in specified timeframe. Year 6 parents arriving prior to specified timeframe are directed to continue around the block.
11	Gulliver Street pick-up/ drop-off area	8:00am to 8:45am 3:00pm to 3:45pm	Announce parent arrival and supervise student boarding cars. Ensure efficient operations of pick up / drop off operations.

3. GENERAL MANAGEMENT

3.1. Student Numbers

The number of students enrolled at the College is to be a maximum of 1,600 at any given time.

3.2. College Hours

Class times are currently Monday to Friday from 8:40am to 3:25pm. The College is generally open from 6:30am to 6:30pm Monday to Friday. Some activities and functions, e.g., parent/ teacher information evenings are held occasionally throughout the school year. Any such functions/ events conclude by 10:00pm.

After-hours access to the College is arranged through the College Facilities and Maintenance Manager.

3.3. Rostered Supervising Staff

In the interests of student safety, the College rosters supervising staff as necessary for managing morning and afternoon school traffic and student pedestrians along Pittwater Road, Alfred Road and Federal Parade. Supervising staff are strategically positioned to monitor surrounding streets to oversee safe pedestrian movement and encourage efficient flow at the drop-off and pick-up locations, as shown in Appendix A.

Transport for NSW has also approved for an accredited School Crossing Supervisor to be in place at the pedestrian crossing on Alfred Road. Until such time that this position can be formalised, a supervising staff member is to attend the Alfred Road pedestrian crossing from 8:10am to 9:10am and 2:55pm to 3:55pm on school days to assist with pedestrians crossing Alfred Road. To reduce the impact on traffic operations along the road, pedestrians are to cross in groups rather than continuously.

The main purpose of the supervising staff is to remind and encourage students and parents/ carers to adhere to the measures implemented by the College, and general road and parking rules.

Supervising staff will be positioned at the drop-off/ pick-up area internal to the Gulliver Street car park to ensure compliance with the car park rules. A second staff member will also supervise the Gulliver Street car park entry in the afternoon prior to the school bell, and any vehicles arriving after the on-site queue extends to Gulliver Street will be required to continue east to avoid queuing onto Gulliver Street.

The College will ensure all staff involved with supervising traffic and parking activities in this plan have read this policy and appropriately briefed in relation to the strategy.

All supervising staff must wear safety/ identification vests.

3.4. Senior Students Driving to the College

The College does not encourage senior students with a driving licence to drive to school.

Senior students who are licensed to drive and do wish to drive to school are required to submit an application to the Deputy Principal - Students to drive to and from school. The College maintains a list of students that intend to drive. The students will be provided with a copy of this plan and briefed on the overarching guidelines and expected behaviour together with the preferred student parking locations.

The College routinely communicates with students that public street parking is shared with local residents, commuters and businesses/ employers. Student drivers are required to park in a manner that is legal and does not obstruct driveways or inconvenience other road users. Students are instructed that they are being extended a privilege.

The College reinforces that, in driving to or from school, students act responsibly and respect the local community, including ensuring adherence to the College traffic and parking management plan.

The students are required to adhere to the Student Code of Conduct and Student Driving Policy with details provided on the breaches that are dealt with through the College Student Management Policy and Procedures. The Student Code of Conduct and Student Driving Policy have been included in Appendix B and Appendix C respectively.

Students will be encouraged to park along the College frontages only (within legal on-street public spaces), in particular Alfred Street and Federal Parade.

3.5. Staff and Visitor Parking

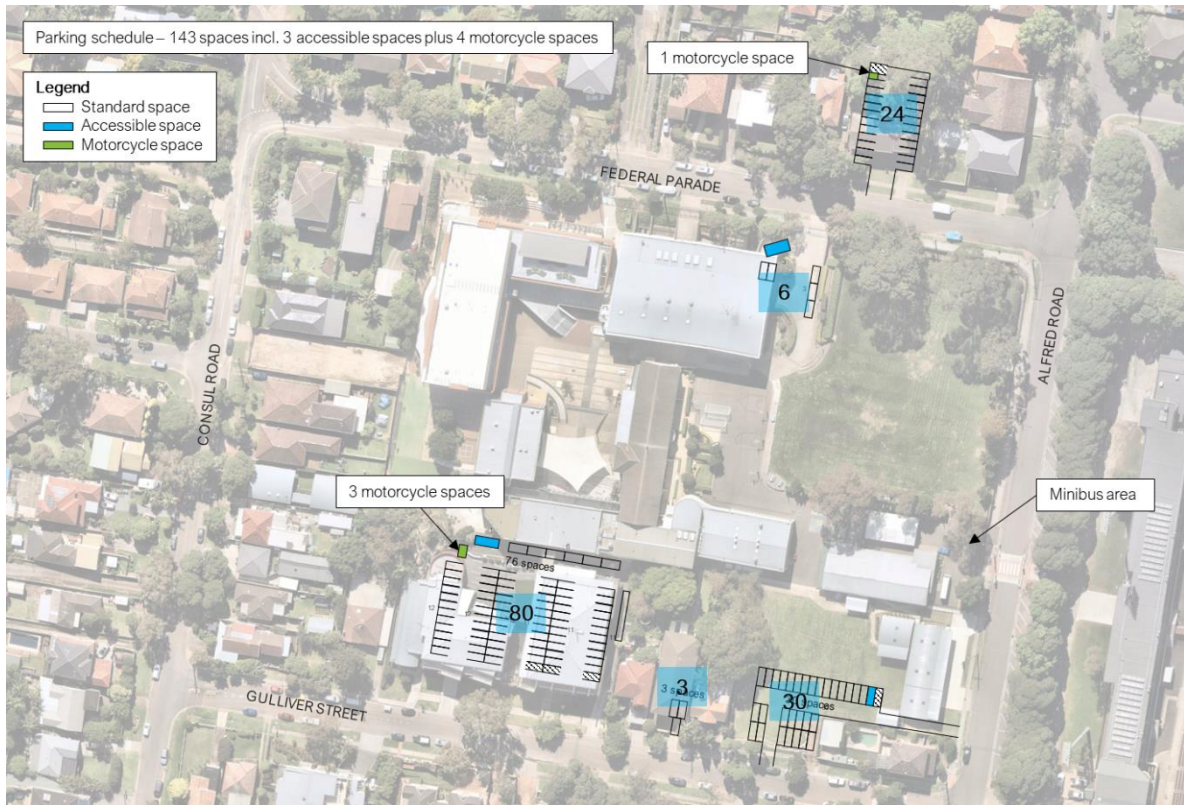
A total of 143 parking spaces including three accessible spaces plus four motorcycle spaces will be provided on site for staff and visitors, as shown in Figure 1 and detailed further below:

- Accessed from Gulliver Street:
 - 83 spaces including one accessible space.
 - 3 motorcycle spaces.
- Accessed from Alfred Road:
 - 30 spaces including one accessible space.
- Accessed from Federal Parade:
 - 30 spaces including one accessible space.
 - 1 motorcycle space.

It is noted that some of the parking spaces are in tandem layout, specifically seven spaces within the south-east car park and two spaces on the 8 Gulliver Street site. These spaces will be allocated to Maintenance and Food Services team that typically arrive early and leave late.

Gates providing access to any parking areas are generally open between 6:30am and 8:45am, and between 3:00pm and 4:00pm. Remote access arrangements are in place for authorised users should access be required outside school hours.

Figure 1: Parking layout plan



Base image source: Nearmap

3.6. School Excursions

Coaches are used for school excursions, with students picked-up and dropped-off in the bus zone along the Alfred Road frontage. Coaches are generally scheduled to arrive before the first school bus arrives or after the last school bus departs and not during the active bus zone times. This avoids any such overlap with on-street parking demand outside these times. Alternatively, coaches pick-up and drop-off students within the Pittwater Road bus stops.

Minibuses are also used to transport students for school excursions as required. Minibuses generally pick-up students within College grounds, adjacent to the Old School. This area is accessed via the driveway immediately to the north of the Alfred Road raised pedestrian crossing and is shown in Figure 1.

Students are required to wait along the northern side of the Old School or on the sports field, removed from the bus manoeuvring area, with teachers to instruct students when it is safe to board.

3.7. Sports and Special Events

The College conducts a number of special events during the course of the school year. Many of these functions are small (e.g., a meeting of parents/ carers of a year group or a class group). The largest functions which the College holds are the College Open Day and the Annual Parent Welcome Evening.

Where possible, the College will provide off-street parking for parents/ carers in the main Gulliver Street car park, which has approved capacity for 80 cars. Parents/ carers will be notified before major events of the availability of parking.

In exceptional circumstances and under the College's discretion, overflow parking for up to around 200 vehicles is available on the existing playing field within the College grounds (with entry via Alfred Road). Such parking will be made available for large event parking if the oval is not wet (from rainfall) or not required for related event activities on the oval.

The College will not conduct any special event at the same time/ day of events taking place at Brookvale Oval.

3.8. Alternative Transport

The College actively promotes all students to catch the bus to and from the College. Prior to the beginning of the new school year, new students and their families are provided information regarding bus routes and timetables.

The College encourages and promotes all local students and staff to walk to and from College if practicable. Secure bicycle parking is also provided on College grounds.

Carpooling is encouraged with many families currently carpooling and alternating driving students to and from the College. Carpooling by staff is also encouraged.

The following incentives are implemented by the College to encourage staff to travel by alternative modes of transport:

- Reimburse Opal card fares for staff who travel by public transport
- Provide secure bicycle parking facilities and end of trip facilities
- Provide information with respect to bicycle safety
- Reserved parking spot for staff who carpool
- Explore option of whether staff would be interested in a shuttle bus service provided by the College

The following incentives are implemented by the College to encourage students to travel by alternative modes of transport:

- Provide covered and secure bicycle racks
- Provide information with respect to bicycle safety
- Encourage car pooling via College App and other communications with parents.
- Create a zone specifically for Year 6 students at afternoon bus lines

The College continues to liaise with Transport for NSW annually regarding student numbers and provision of adequate school bus services. Students are directed to and regularly reminded to use Opal card tapping so that TfNSW has access to accurate data.

3.9. Community Liaison

Any community feedback and comments should be addressed to the Director of Strategy, Risk and Compliance by email at abataille@saintaug.nsw.edu.au.

The College will contact those providing feedback and comments and address particular matters of concern. The College will maintain a register of all feedback and comments and detail how the matter has been addressed.

3.10. Pick-Up and Drop-Off Arrangements

Parking restrictions are signposted within the streets surrounding the College.

The parents/ carers of any primary students (Years 5 and 6) that are transported to/ from the College by private vehicle are required to use the pick-up/ drop-off facility located in the Gulliver Street main car park. This pick-up/ drop-off facility is available for short-term parking (less than two minutes) between 8:15am-9:00am and 3:30pm-4:00pm. If parents/ carers are required to leave their car at any time to collect students, they will be directed by the supervising staff member to park outside the College in available street parking.

The parents/ carers of senior school students are directed to use the Federal Parade and Alfred Road 'no parking' zones. The same two-minute parking restrictions apply to these zones.

The locations of the existing car spaces, proposed car spaces and traffic management operations, including pick up / drop off areas, bus zones and on-street student parking areas are shown in Appendix A.

A copy of this plan is to be provided within the information pack provided to all enrolling students. If this plan is amended, a copy of the amended plan is to be provided to all students. A copy of the plan will also be available on the College website.

3.11. Deliveries

The main delivery/ loading bays are located adjacent to the Alfred Road administration building and at the Brimson Centre, accessed via Federal Parade.

Deliveries are managed from the College Reception and no scheduled deliveries are accepted during pick-up and drop-off times, specifically 8:15am to 8:40am and 3:15pm to 3:30pm. The school is to ensure that this management arrangement is retained and enforced. All delivery vehicles are to enter and exit the site in a forward direction.

3.12. Notification Requirements

The College community is to be kept informed about traffic and parking management and policies via the College's weekly e-mail newsletter and internet webpage. The College also uses an SMS notification system and has a College app that provides instant notification capabilities. Information is also conveyed for those starting at the College during interview and the starter information package (including details about the College's pick-up and drop-off areas, bus services, special event parking and teacher and visitor parking areas). This includes instruction to new staff members commencing work at the College.

3.13. Updates to the Traffic and Parking Management Plan

This Traffic and Parking Management Plan will be evaluated annually and/or in any circumstances where the implementation or effectiveness of the TPMP might be impacted by changes in school

operations, including (but not limited to) the use of newly acquired sites or as a result of surrounding major development. Where necessary, the TPMP measures and controls are to be revised accordingly and a copy of the revised TPMP is to be provided to Council. Any updates to the plan will be informed to staff, in particular those in supervising roles (as detailed in Table 1); parents/ carers, all students (as relevant), visitors; and companies servicing the College (deliveries etc.).

4. SUSTAINABLE TRAVEL ACTIONS

4.1. Overview

In addition to the management measures outlined in Section 3, the following have been identified as actions that will further assist with reducing the reliance on private vehicle travel to and from the College, particularly for staff. These actions are listed below.

4.2. Actions

4.2.1. Walking

Action
Identify employees living near work that may be interested in walking to work
Produce a map showing safe walking routes to and from your site with times, not distances, to local facilities, such as shops and public transport stops
Provide lockers for keeping a change of clothes
Take part in and actively promote 'National Walk to Work Day'
Have some 'TravelSmart Get to Work' days encouraging staff to come by alternative modes of transport

4.2.2. Cycling

Action
Establish an internal Bicycle Users Group (BUG). BUGs are formed by people who want to work together to improve facilities for cyclists and encourage cycling
Provide sufficient bicycle/ scooter parking to meet peak needs
Have good, secure bicycle parking in an easily accessible location
Ensure bicycle parking is clearly visible or provide signage to direct people to cycle bays
Provide end of trip facilities and lockers for a change of clothes
Supply a workplace toolkit consisting of puncture repair equipment, a bike pump, a spare lock and lights
Come to an arrangement with a local bicycle retailer for cheap servicing of staff/ student bikes and other incentives
Produce a map showing safe bicycle routes to the site
Participate in and actively promote events such as 'Ride to Work Day'

4.2.3. Public Transport

Action
Develop a map showing public transport routes to the site
Put in the school newsletter and/or provide a notice board with leaflets and maps showing the main public transport routes to and from work. Ensure that these information are also readily accessible on the College website.
Place information on the work intranet with links to appropriate external websites e.g. https://transportnsw.info/
Provide leaflets or timetables with payslips

4.2.4. Car-pooling

Action
Set up staff with the Liftango or Karpool car-pool app
Liaise with staff regarding appetite for a shuttle bus service operated by the College to pick-up and drop-off staff in nominated locations.
Proactively explore potential to provide shuttle bus services for staff and/ or students should the demand in a certain location be sufficient.
Allocate priority parking spaces for car-poolers

4.2.5. Parking

Action
Identify priority users of car park e.g. people with disabilities, car-poolers, contractual requirements
Prepare a carpark management plan to address car park access and the allocation of parking spaces
Provision of onsite electric vehicle charging points to promote sustainable transportation options for site users

4.3. Monitoring and Review

4.3.1. Review Framework

For sustainable travel planning to be effective, actions must be reviewed on a regular basis. It is important to ensure that the College is meeting its objectives with respect to minimising reliance on private vehicle travel and having the intended impact on car use and transport choices for staff and students.

A review of the above actions should be conducted annually, with any potential additional actions to be added and investigated as required. This review would demonstrate progress towards targets and objectives and include the following information:

- Basic information about the site, including the number of employees and students
- Details of mode-splits and progress towards potential targets (obtained from an annual survey)
- Details of the initiatives implemented since the last review
- An assessment of whether initiatives have been successful in terms of meeting objectives and targets

- Details of future initiatives to be undertaken or other changes required to meet targets and objectives.

Recommendations on how further measures could be implemented to assist with reaching the targets and aspirational targets should be provided as a result of the travel mode surveys and data analysis. If the targets are on track to be met, consideration should be given to increasing the active mode share target. Sustainable travel programs would then subsequently re-shaped based on parent and staff interviews and feedback.

4.3.2. Review In-house Programs

The annual staff and student travel survey would assist in the review of the sustainable travel planning initiatives for the site.

Any feedback received from staff and students should be used to update programs. Sample feedback could include email responses to programs, monitoring use of the bicycle/ car parking spaces, transport complaints and participants at events.

People in any organisation like to be a part of a successful plan. Staff and students should be kept informed of green travel achievements. This could be done by sending out email bulletins and making announcements during meetings/ classes or having a dedicated column within an internal newsletter.

4.3.3. Travel Survey

To monitor the sustainable mode travel to/ from the College, a travel questionnaire should be conducted of all staff and students. Surveys detailed in the Transport Impact Assessment prepared by GTA (now Stantec) dated 17 December 2021 for the College are considered appropriate for adopting as a baseline for travel planning programs.

An example format for the survey is provided as follows:

Q1: What is your home post code?

Q2: Are you a staff member or student?

- Staff
- Student

Q4: How do you usually travel to the College? (Select one)

- Car (as driver)
- Car (as passenger)
- Dropped off (driver does not stay)
- Bus
- Train
- Ferry
- Bus then train
- Train then bus
- Motorcycle
- Cycle

SUSTAINABLE TRAVEL ACTIONS

- Walk
- Other (explain)_____.

Q5: What time do you usually arrive and leave the College?

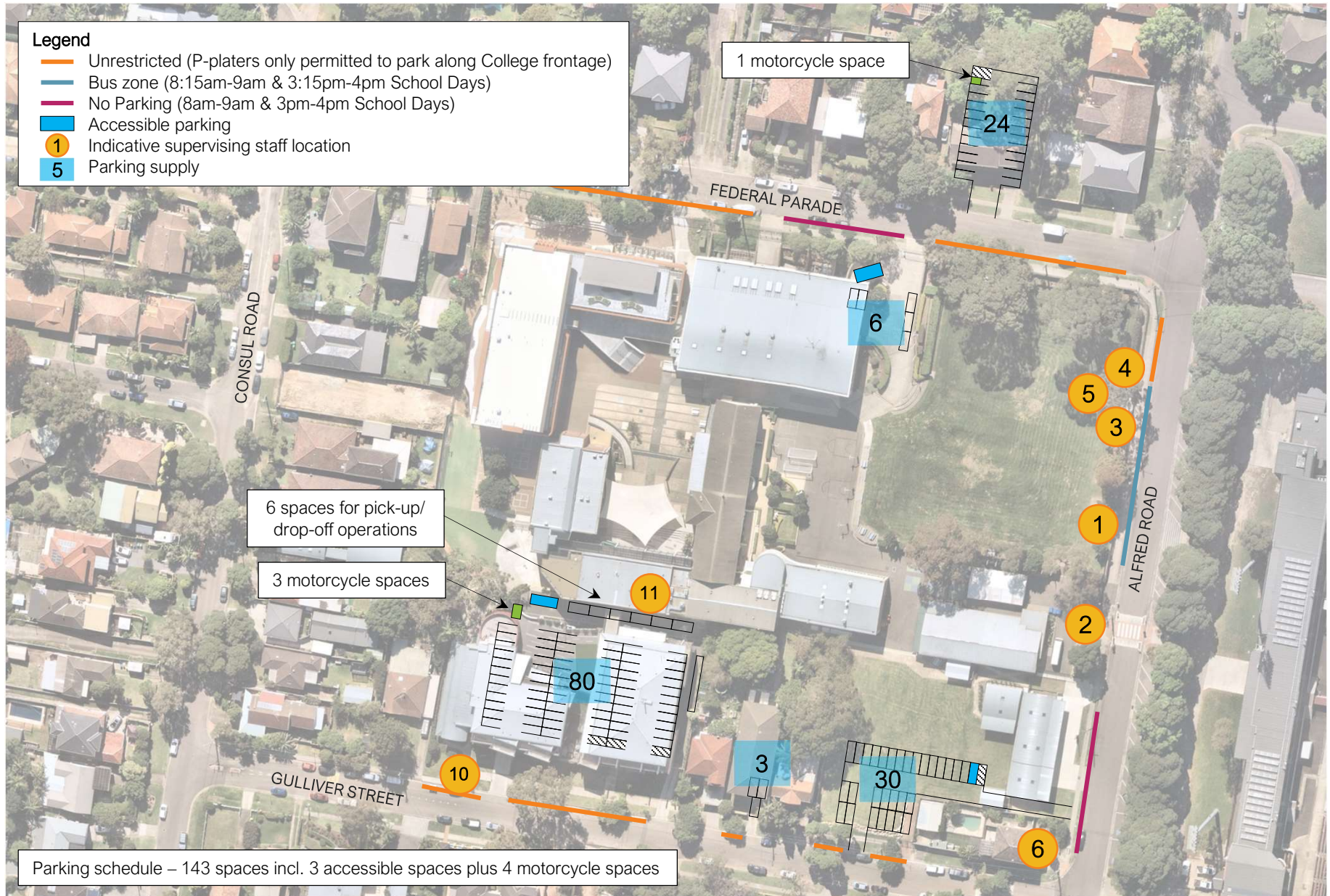
Q6: If you drive to the College, where do you usually park?

Q7: To facilitate transport programs, may we share your contact details with a colleague that lives near you?

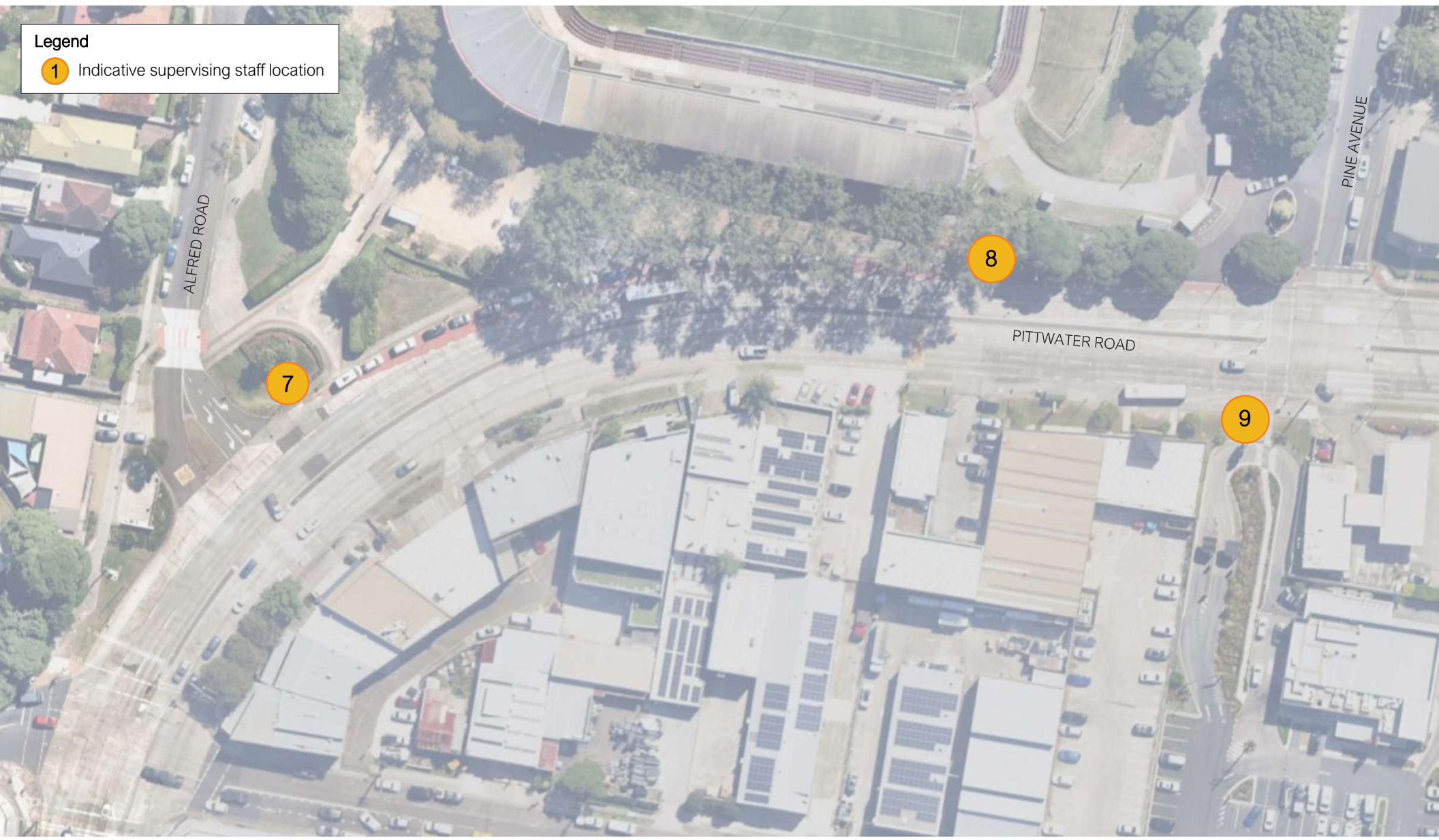
- Yes – I walk
 - If 'yes' please provide your email here: _____
- Yes – I'm a cyclist
 - If 'yes' please provide your email here: _____
- Yes – I'm a public transport passenger
 - If 'yes' please provide your email here: _____
- No.

A.SITE PLAN





Legend
① Indicative supervising staff location



B.STUDENT CODE OF CONDUCT

B



ST AUGUSTINE'S
COLLEGE - SYDNEY

Student Code of Conduct

Context	<p>St Augustine's College – Sydney is a Year 5 to Year 12 Catholic Congregational comprehensive school for boys teaching the Augustinian values of Truth, Love and Community.</p> <p>The College seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity.</p> <p>Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.</p>
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Introduction	<p>St Augustine's College recognises that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.</p> <p>This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to meet.</p> <p>Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the College. All students and families have ready access to support offered by College teachers and staff.</p>
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Values	<p>Students are expected to uphold the values of St Augustine's College. Our values are:</p> <ul style="list-style-type: none">• excellence – in your schoolwork, extra-curricular, sporting and other personal endeavours• respect – for your teachers, parents/guardians, peers and members of the community• courtesy – with everyone you interact with• pride – in yourself, and the way you represent the College• personal responsibility – for your actions• integrity – honesty and candour in all of your dealings• tolerance – for others, regardless of their background, age, gender, sexuality, religion or race• inclusion – of all those who decide to come to St Augustine's College, and of those in the community. <p>These values are to be upheld in the way you conduct yourself not only in the College, but also the community.</p>
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**Student
Expectations
and
Responsibilities**

Students are expected to observe and uphold this statement of rights and responsibilities:

"Always treat others as you would like them to treat you."
Matthew 7:12

A STUDENT CAN EXPECT;	STUDENT'S RESPONSIBILITIES WHICH GIVE THEM THESE RIGHTS;
1. to be himself and to be treated as an individual.	Students have the responsibility to respect others as individuals; not to pick on them, tease them, hurt their feelings, or persecute them for being different.
2. to be treated with respect and politeness.	Students the responsibility to respect the authority of teachers. If necessary, they should be able to disagree without being offensive.

<p>3. to obtain maximum benefit from all lessons, classes and other educational activities, and that other students will not deprive him of this right by their behaviour.</p>	<p>Students have the responsibility to cooperate with teachers and other students for the smooth running of lessons.</p> <p>Students have the responsibility to keep up-to-date with required work, to be on time for class, and to take part in activities offered at the College.</p>
<p>4. to be safe and not to feel threatened by danger to their person. They do not have the right to take the law into their own hands nor to swear or use offensive language.</p>	<p>Students have the responsibility to help make other people feel safe in the College by not bullying, threatening or hurting others.</p> <p>They have the responsibility to abide by the 'hands off' rule</p>
<p>5. their property to be safe at College.</p>	<p>Students have the responsibility not to steal, damage, destroy or interfere with the property of other students.</p> <p>They have the responsibility to take care of their own belongings.</p>

<p>6. to belong to a College with a healthy environment and in which they can keep good health.</p>	<p>Students have the responsibility not to smoke, vape, use alcohol or drugs.</p> <p>They have the responsibility to maintain personal hygiene.</p>
<p>7. to enjoy a clean and attractive College environment and to take pleasure in its surroundings.</p>	<p>Students have responsibility to care for the College environment. They will not:</p> <ul style="list-style-type: none"> a) litter the College premises. b) deface or damage furniture or rooms. c) make the environment offensive to others. <p>They should be prepared to keep the College environment neat and clean and to remove litter and rubbish.</p>
<p>8. to be informed of what is happening in the College</p>	<p>Students have the responsibility to listen attentively at assemblies, to take College correspondences home as required and to make it their business to find out what they need to know.</p>

<p>9. justice and fair treatment.</p>	<p>Students have the responsibility to recognise that they are open to penalties if they do the wrong thing, as well as expecting praise and recognition for their achievements.</p>
<p>10. to be seen as a member of the St Augustine's College community with the resulting good name of the College carries in the wider community.</p>	<p>Students have the responsibility to respect the traditions of this College, including those which relate to uniform & grooming, and to represent the College well in public.</p>
<p>11. Students can expect the above while a student at St Augustine's College, Sydney.</p>	<p>Students have the responsibility to protect these rights and those of others by living up to these responsibilities at all times.</p>

<p>College Rules and Policies</p>	<p>Students are expected to abide by the directions of teachers and College rules and policies. These rules and policies include:</p> <p>Drug and Alcohol Policy (Students)</p> <p><u>Bullying Prevention and Intervention</u></p> <p><u>Cyber Safety</u></p> <p><u>Student Information and Communication Technology (ICT)</u></p> <p><u>Mobile Phones (Student Use Of)</u></p> <p><u>Truancy</u></p> <p><u>Uniform Policy</u></p> <p>Student Leadership Policy</p>
<p>Breach of Code of Conduct</p>	<p>A breach of this code of conduct will be dealt with according to our Student Management Policy.</p>

C. STUDENT DRIVING POLICY





STUDENT DRIVING POLICY

Status	CURRENT
Classification	Operational / Students
Established	Unknown
Last Review	2023
Next Review	2026
Responsibility	Deputy Principal – Students

Driving to school is a privilege extended to Year 11 & 12 students. The College views this matter as most serious and hence permission will only be granted by the Deputy Principal - Students in conjunction with parents/guardians.

The following information outlines the rules associated with the privilege of students driving to school.

OBTAINING PERMISSION

- Students are to complete the online Student Driving Application and Agreement e-form which is located in *Saints Online – Operoo – Form Library*.
- The e-form requires parent/guardian and student signatures acknowledging that students have read and agreed to the conditions put forward by the College and that parent/guardians have given permission for the student to drive to school.
- Students must include licence details, registration, make, and information of **all** the cars that may be driven.

CONTINUING REQUIREMENTS

Once permission has been granted, the student must comply with the requirements outlined below:

- Passengers limited to the number of seat belts.
- **Cars can only be driven to/from the College at the commencement and conclusion of the student's school day. Cars are not to be driven during the day for side trips.**
- Change of registration or additional cars must be notified, by submitting a new e-form.
- No student is permitted to use the College carpark.
- Careful and courteous driving brings credit to the College and is expected. Members of the community are likely to complain about any unacceptable behaviour or illegal parking (# see note at the end of this Policy regarding 'The Kilns').
- This permission is for driving to and from school only.

CONSEQUENCES

- Community complaints may be referred to the local Police or Council Ranger, complete with all relevant details, and parents/guardians notified.
- Students failing to observe these requirements may lose the privilege of driving to school.



Students are asked to respect local residents and regulations in particular the well sign-posted entrance to The Kilns on Consul Road (see photo). This is a private road and only allows resident parking, or their guests. Students are not to park in this area. Student cars parked in this area may be towed at the student's expense.

