



TRAFFIC MANAGEMENT PLAN

Written By: OLMC WHS Team
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1. Hours of Supervision at School:

- Supervision commences each morning at 8:10am on the front playground and back playground. This supervision continues until 8:40am when school commences. There is no teacher on duty outside the school gates.
- After school supervision commences at 2:50pm with the dismissal bell and concludes when the last student is collected.
- The parents of any child not collected by 3:20pm are contacted by a member of the Leadership Team. The students wait in the Passive Area, near the Year 1 classrooms, with the After School Duty Teacher.

2. Morning routine for traffic management:

- For the convenience of families, a drop off zone is located on Humphries Road each morning. Families using this drop off area are responsible for ensuring that their children exit their car and step onto the footpath safely before they pull away from the curb. Parents are only permitted to park for a maximum of 2 minutes to drop off their children. During this time, parents must stay within 3 metres of their vehicle.
- An allocated staff member puts the witches hats in the drive-through on Cabramatta Road to create a single drive through lane for student drop off. These are collected by the teacher on duty at the conclusion of the duty and the back entry gate is locked.

3. Routine for traffic management on the school site during a school day:

- In the unlikely event that a vehicle needs to enter the school grounds during school time, the driver reports to the school office.
- An announcement will be made that a vehicle will be entering the school grounds and for all students to remain in classrooms until advised otherwise.
- Office staff will open the gates and accompany the vehicle whilst it is moving to ensure that no student walks near the area in which the vehicle is driving.
- The vehicle is to travel at a speed no greater than 5km/hour. Once the vehicle is parked the school gates are to be locked.
- The same procedure applies when the vehicle leaves the school site.

4. Afternoon routine for traffic management

- Allocated staff members unlock the front gates and the back gate at 2:45 pm to allow families to enter and exit the school site during afternoon pick up.



5. After school routine for children walking home from the school grounds with or without adult supervision.

- Children who are collected from the playground by a guardian or who walk home are dismissed from the grade assembly area.
- Children who walk home with a guardian and need to cross Humphries Rd, need to cross via the council supervised pedestrian crossing. This crossing is marked by yellow and red poles and white parallel lines on the road and is managed by a crossing supervisor wearing a high visibility vest.
- Children who walk home with a guardian and need to cross Cabramatta Road, are required to cross via the signal-controlled crossing at the traffic lights.

6. After school routine for students catching a bus.

- Students wait in the Passive Area under the supervision of teachers on After School Duty.
- At 3:05 pm the teacher on Bus Duty collects the students from the Passive Area and together they walk to the bus shelter area inside the school gates on Humphries Road.
- The students remain seated in the shelter area until the teacher on Bus Duty instructs them that their bus has arrived.
- The teacher on Bus Duty wears a high visibility vest and stands towards the gate no closer than one metre from the kerb.
- When the bus arrives the students who catch the bus are asked to stand and walk to the bus stop, outside the school gates, under the supervision of the teacher on Bus Duty.

7. Training of teachers in applying the Traffic Management Plan.

- Training will be provided for all staff at the initial Staff Development Day each year and at a Staff Briefing should any changes be made to the plan during the year.
- A new teacher employed during the year will be trained as part of their Induction to the school and site by the Assistant Principal or their Mentor.

8. Familiarising casual staff of the plan.

- New casual staff will be trained as part of their Induction to the school and site by the Assistant Principal.
- Any changes to the plan will be communicated to existing casuals by the Assistant Principal when they next work at the school.
- Note that, if necessary, no more than one casual teacher is to be on Afternoon School Duty. They will only be on duty with an existing staff member

9. Action in the case of an emergency.

- In the event of an emergency, the school's Critical Incident Management Plan is to be followed.
- In an emergency, supervising teachers should contact **000** or the school office 9610 2371.