

Parent Information – College Gate Protocols

Primary & OSHC

Access	Time	Gate Number	Gate Location	Notes
MORNING				
Main external car park gates open	6:00am	Gates 21, 22, 23 & 24	Main (existing) external car park gates	Access for staff & parishioners
Access to OSHC student drop off via Primary carpark (Kiss & Drop)	6:30am – 7:30am	Gate 2 & 3	Mataram Road, primary car park entry and exit gates	Driver access available
Primary car park locked	7:30am	Gate 2 & 3	Mataram Road, primary car park entry and exit gates	No access to drivers
OSHC student drop off	7:30am – 8:15am	Gate 4	Small pedestrian gate on Mataram Road	No drive-through kiss & drop available
Student access open to internal gates	8:20am	Gate 1, 2, 3 & 4	Mataram Road, primary car park entry and exit gates	
		Gate 18	Overflow Car park gate	
		Gate 19	Pedestrian gate close to Sparks Rd	
		Gate 14	Pedestrian gate at pedestrian crossing in main car park	
		Gate 11	Double gate at TAS driveway	

		Gate 8	Small pedestrian gate near front office	
		Gate 7	Undercroft gate outside front office	
Mataram Road Kiss & Drop access closed and gates locked	8:45am	Gates 1 to 19	All internal College gates	Any late students must enter via Front Office
AFTERNOON				
Access to Mataram Rd Kiss & Drop for student pick up	2:45pm	Gates 2 & 3 open	Mataram Road, primary car park entry and exit gates	
Access to Top Gate Walkers exit only	3:00pm – 3:05pm	Gate 4	Small pedestrian gate on Mataram Road, closest to Church	Teacher will lock gate once returned from exiting top gate walkers
Access to lower gate walkers	3:00pm – 3:05pm	Gate 1	Small pedestrian gate on Mataram Rd, furthest from Church	Teacher will lock gate once returned from exiting lower gate walkers
Access to parent pedestrian pick up in Church forecourt.	3:00pm – 3:10pm	Gate 5		Teacher will lock Gate 5 at 3:10pm once students have been picked up. Any students not picked up are escorted to Kiss & Drop.
Primary car park and student access closed and gates locked	4:00pm	Gates 1, 2, 3 & 4	Mataram Road, primary car park entry and exit gates and pedestrian gate	All students not picked up will be relocated to bus lines. Parents who are late will pick up students via Front Office.
OSHC afterhours student pick up	4:00pm – 6:30pm	Gate 1	Small pedestrian	

			gate on Mataram Road	
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Secondary

Access	Time	Gate Number	Gate Location	Notes
MORNING				
Main external car park gates open	6:00am	Gates 21, 22, 23 & 24	Main (existing) external car park gates	Access for staff & parishioners
Early bird student lessons arriving from 8:00am enter via Front Office	8:00am onwards	All internal College gates locked		
Student access open to internal gates	8:20am	Gate 18	Overflow car park gate	
		Gate 19	Pedestrian gate close to Sparks Rd	
		Gate 14	Pedestrian gate at pedestrian crossing in main car park	
		Gate 11	Double gate at TAS driveway	
		Gate 8	Small pedestrian gate near front office	
		Gate 7	Undercroft gate outside front office	
Student access closed	8:45am	All College gates locked		All students arriving after 8:45am to enter via front office and sign in
AFTERNOON				
Student access open	2:45pm	Gate 18	Overflow car park gate	

		Gate 19	Pedestrian gate close to Sparks Rd	
		Gate 14	Pedestrian gate at pedestrian crossing	
		Gate 11	Double gate at TAS driveway	
		Gate 8	small pedestrian gate near front office	
		Gate 7	Undercroft gate outside front office	
Student access closed	4:00pm	Gate 18	Overflow car park gate	
		Gate 19	Pedestrian gate close to Sparks Rd	
		Gate 14	Pedestrian gate at pedestrian crossing	
		Gate 11	Double gate at TAS driveway	
		Gate 8	Small pedestrian gate near front office	
		Gate 7	Undercroft gate outside front office	

Exceptions and Special Events

Access	Time	Gate Number	Gate Location	Notes
THURSDAY SPORT				
Thursday Sport student departure from College.	12:55pm	Gate 11	Double gate at TAS	Teachers to open gates and close before buses depart
		Gate 14	Science driveway	

		Gate 9 & 10	Pedestrian Gates	
		Gates 12 & 13	Pedestrian Gates	
Thursday Sport students return to College	2:20pm	Gate 11	Double gate at TAS	Teachers on Sport supervision to open gates for any buses returning to school between 2:20pm and 2:40pm
		Gate 14	Science driveway	
Thursday afternoon student departure – internal gates open	2:40pm	Gate 19	Pedestrian gate close to Sparks Rd	
		Gate 14	Pedestrian gate at pedestrian crossing	
		Gate 11	Double gate at TAS driveway	
		Gate 8	Small pedestrian gate near front office	
		Gate 7	Undercroft gate outside front office	
DETENTIONS & AFTER 4PM CLASSES				
Students depart College via Front Office doors	4:00pm onwards	All gates locked		4:15pm Finish: Member of the Leadership Team will escort students out of the College via the Front Office. 4:45pm Finish: Supervising Teacher to walk students back

				through the office and out the Front Office door after detention.
EXAMS				
Gate timer to be reprogrammed for exam periods. Students to be given a pin number to enter overflow carpark outside of gate open hours		Gate 18	Overflow car park	<p>During a normal school day, the gate on the overflow car park will be open between 8:15am and 8:45am and between 3:00pm and 3:40pm on a timer. Anyone parked in the overflow car park will be able to exit as the gate will open on approach once inside. Entering the carpark outside of these opening hours will not be possible.</p> <p>The overflow car park is not to be used by parents.</p>

Frequently Asked Questions

1. How do I access the uniform shop?

- Go to the front Office, sign in and wear the Visitors Pass. Exit the College in the same way. Please return the Visitors Pass.

2. How do I access a staff member for an appointment?

- a. Go to the front Office, sign in and wear your Visitors Pass. Exit the College in the same way.
- 3. What happens if my child is late for school or needs to leave early from school?**
 - a. Go to the front Office, sign your child in or out of school. If your child is in K-2 they will be escorted to their class or collected from class by a runner.
- 4. What happens during special events such as an assembly, Book Week, Drama performances or Mass?**
 - a. Parents/ Carers will be notified of access gates and the times in which they will be opened and closed. If you miss the designated opening and closing time, please proceed to the front office.
- 5. What happens during an emergency situation such as fire, with the gates?**
 - a. During an emergency that requires students to leave the College quickly, specific gates will move into an override feature that is triggered by the alarms and will open.
- 6. Can the gates be opened for emergency services?**
 - a. Yes.
- 7. What happens if my child has an early morning class starting at 8 am?**
 - a. The students access the school via the front office from 8 am onwards.
- 8. What happens with the gates during bus duty time?**
 - a. Internal gates are open to facilitate the entry and exit of students. Primary school students wait in bus lines.
- 9. Can students leave the overflow carpark and re-enter?**
 - a. Any driver parked in the overflow car park will be able to exit at any time but will not be able to re-enter the overflow car park except during exam periods where students will be issued an access code.
- 10. How do parishioners access the Church?**
 - a. The external gates of the College are open from 6 am and the Church can then be accessed via the stairs.
- 11. What happens for Camps, excursions and sports events/training that start/finish outside of school hours?**
 - a. Supervising staff will open and close respective gates before students arrive and return. Students should discuss these arrangements with their respective teacher.

