



Government of South Australia
Department for Education and
Child Development



**REYNELLA EAST
COLLEGE**

PRESCHOOL TO YEAR 12

Keeping Safe at REC: Years P-12

Dear Parents/Carers,

I am writing to inform you that the College has now grown to full capacity with 1840 school students and pre-school children. We now have 186 teaching and support staff and 17 university interns on long term placement. Throughout the day we also host a range of other professional meetings for our local education networks, and Education Department professionals' visit for meetings and student assessments. We also have a large team of cleaners and need to provide access for contractors and emergency vehicles.

Boom gates

In the interests of student safety and the efficient running of a large range of educational and administrative programs and functions, we have had to make some changes to our current off-street parking arrangements. We are particularly concerned about the safety of students using carparks as thoroughfares with the volume of traffic in and out of the carpark.

A fully automatic boom gate has been installed at the entrance of the large carpark on Malbeck Drive during the Term 1 holidays. This is to ensure the safety of all students and drivers. The timer-controlled boom gate will close during peak drop-off and pick-up times. Between the hours of 9.30am and 2.30pm the boom gate will be open for normal visitor access to the carpark. A keypad allows teachers, administration staff and authorised visitors access to the area during the period the boom gate is down.

Disabled parking

Disability parking will still be available to those holding a permit. Please contact Business Leader, Julie Drennan by email: Julie.Drennan423@schools or by phone: 8329 2300 for details.

Emergency Management System

The education department has funded a new 'state of the art' siren and emergency management system which allows us to centrally manage school evacuations and lock-downs and to provide campus-wide updates when required. The system also allows us to automatically page reminder notifications to visitors and hirers. Staff and students will also benefit from reminders paged prior to the home-group, recess and lunch bells to assist them in getting to class on time.

Parent Parking (Governing Council)

The Governing Council is aware of the limited off-street parking available to families and is making enquiries about other possibilities with the local council.

INSPIRING SUCCESS

63 Malbeck Drive, Reynella East, SA 5161 T: 61 8 8329 2300 F: 61 8 8329 2319
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Department for Education and Child Development. T/A South Australian Government Schools. CRICOS Provider Number: 00018A

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Parent and visitor protocols

The College has a duty of care to all children and students and needs to know who is on site at all times. It is therefore mandatory as part of the Work, Health and Safety requirements that all parents and visitors report to the Front Office for appointments. For late drop-off or early pick-up, parents need to report to Student Services.

Parents of Primary (R-7) students and Preschool children may escort students to classrooms in the morning and pick them up at the end of the day. We appreciate that parents may arrive before the bell at the end of the day, but ask that you wait outside primary units and or classrooms until the bell.

Parents of secondary students need to be accompanied by a member of staff to access classrooms during the day.

Parent volunteers are of course valued and welcome once arrangements are made, and any relevant Child Protection requirements are met e.g. criminal history check (if working with children other than your own or on camps and excursions).

Appointments with staff

As an educational institution, our primary business is first and foremost the learning of our students. We recognise the importance of meeting with parents and caregivers as partners to further enhance the learning and wellbeing of our students. To avoid disappointment and long waiting times, it is therefore essential that meetings with teachers are booked ahead of time. We encourage families to use our learner management system SEQTA to email staff directly. Our Front Office and Student services team can also help with appointments.

Thanks for your support and looking forward to working together to provide a safe and efficient environment for all.

Yours sincerely,

Caroline Green

PRINCIPAL

12/5/2017

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