



16 September 2025

Dear Families,

It is expected that we will initiate the use of the new gates at the College the week commencing the 22 September 2025. If there is a variation on this date, I will inform you via email.

New Protocols

As a result of the installation of these gates, we need to establish new protocols because we will no longer have parents onsite during the school day. Naturally, there will be circumstances where families are very welcome onsite, such as Primary School Assemblies, Parent-Teacher Interviews and other events such as Grandparents Day or parents accessing the uniform shop, etc. We appreciate that this is not a hard and fast rule but, overall, parents will no longer be able to access the school grounds unless it's through the Main Office.

Benefits

There are many benefits to having a gated community and some of these include:

- Reduced risk of weekend or holiday vandalism and theft of school property.
- It reduces the risk of a walk-in intruder.
- It stops children who abscond or 'run away' and thus reduces risk of accidents and injuries.
- It ensures that students cannot walk out of the school but must be signing out from the office, allowing for better student management.
- Finally, it also ensures that students are not left unsupervised in an empty playground before the commencement of staff supervision duties at 8:20am.

Complexities

We have now completed our consultation process regarding the gates. The College has worked with 4 groups during the consultation process: the Diocese of Broken Bay, our own staff, parents and OSHC staff. While it is hoped that the protocols we have put in place will run smoothly, I expect that we will encounter some teething problems as we endeavour to get things right. Please be assured that we will review our protocols to ensure they are functioning effectively.

To support our entire community, we are providing:

- written information in the form of a table of protocols
- a College map indicating gate numbers
- and a PowerPoint presentation photographic slideshow to view the gates

These documents are located on the College website. From the home page, go to the menu (if on a mobile device this appears as 3 horizontal lines in the top right corner), select **Our College**, then scroll down to **Campus Map and Gate Protocols** or follow this link: <https://www.mccwdbb.catholic.edu.au/our-college/campus-map/>



Student Drivers

Student drivers using the overflow parking will be provided with a PIN before 22 September that will give them access to the car park area. This PIN will be sent to Year 11 and 12 students by email. Student drivers are required to check their emails subject line **"PARKING PIN 22 Sep - 6 Oct"**. It is expected that the PIN will be refreshed every two weeks. The overflow parking will open at 8:20 am. Students must remember that parking on the school grounds is a privilege, not a right. Staff supervision begins at 8:20 am.

Year 11 and 12 student drivers commencing exams are required to be vigilant of PIN number changes.

General Parking for Staff and Families

The main College car park on Mary MacKillop Drive will continue to be accessible to all staff, parents/carers and visitors from 6:00am. For information regarding accessing the Primary car park on Mataram Road, please refer to the Gate Protocols.

Yours sincerely,

Tanya Appleby
College Principal