

ARDEN ANGLICAN SCHOOL
CAMBRIDGE CAMPUS

Management Plan

Cambridge Campus

1. The number of students present on Cambridge Campus is to be limited to 200.
2. The students attending the Cambridge Campus are senior students only, that is students in years 11 and 12.
3. There will be no bells, singing, musical accompaniment or amplified public address system installed/carried out within the tenancy on the Cambridge Campus.
4. Any evening functions (trivia nights, parent teacher interviews, meetings and the like) shall be held on the main campus at 50 Oxford Street.
5. Unimpeded movement is to be made available throughout all common areas of the Cambridge Business Park for other tenants and visitors to the site.

Access to Cambridge Campus & Security

1. Student access is only permitted from Oxford Street, and will only be via the common stairs from Oxford Street along the paved walkway two metres from the building except when adjacent to Arden's demised premises to Arden's designated entrance on the northern side of the Cambridge building. No arrival by students is permitted on the Cambridge Office Park premises before 7.15am.
2. Students (other than disabled students) will not be permitted entry through the Cambridge Main Entrance doors.
3. Entry into any Arden Anglican School area on the Cambridge Campus will only be via security: electronic iris recognition or electronic swipe cards that control the main entry doors. There is to be a buzzer and intercom facility established between the entry doors and the reception counter for visitors.
4. Students will not be permitted to use the common areas of the Cambridge Business Park at any time other than for access and egress.
5. Staff must be present at the Cambridge Campus at all times students are on Campus.

Scheduled Activities

6. Assembly to take place at the Oxford Campus for all students in Years 11 and 12, not more than once each week.
7. Chapel devotions will take place for all students in Years 11 and 12 not more than once each week at the Oxford Campus.

8. Not more than once per term, all students in Years 11 and 12 will join Years 7 – 10 at St Albans for a combined Chapel Service.
9. During Recess, students timetabled at the Cambridge Campus will remain in the Cambridge Campus and have use of the breakout area on the First Floor.
10. Year 12 students will have access to the local shops during Lunch.
11. No student will use any of the recreational areas at the Cambridge Business Park, including the balconies.
12. Students will not be permitted to visit their lockers during lessons.
13. Not more than twice weekly, a maximum of 21 Year 11 students who have been selected as Peer Support Leaders will move from the Cambridge Campus to the Oxford Campus to conduct Peer Support sessions with younger students.
14. Not more than twice per term, all students within the same House group will meet for a House meeting at the Oxford Campus.
15. The hours of operation of the School will be from 7.00 am and cease at 5.00 pm, Monday to Friday.

Traffic Considerations

16. Senior students will not be permitted to drive to school except under exceptional circumstances and then only with the written permission of the Principal.
17. If under exceptional circumstances, permission is granted that permission will be conditional upon students parking in the surrounding streets. At no time will students be permitted to park in Oxford, Essex or Chester Streets.
18. Students who wish to ride their bicycle to school may do so after application to the Principal for a Bike Licence.
19. No student will be permitted to leave their bicycle in the Cambridge Business Park. Students must use the bike racks on the Oxford Campus.
20. Students and Staff must use the pedestrian lights at all times to cross Oxford Street.

Student Movements between Campii

21. In addition to the “Scheduled Activities” referred to above the movement of students between the Oxford and Cambridge Campus will comply with the following:
 - a) The largest group of students moving between Cambridge and Oxford Campii, is to be 53 persons on a maximum 3 occasions per day.
 - b) The maximum number of students involved in any of the student movements referred to in (a) above will not exceed 53 in both Years 11 & 12.

Behavioural Expectations & Supervision

22. Students must comply with the School's Discipline Policy.
23. In the event of a critical incident, the Emergency Action Plan will be put into operation by staff at the Cambridge Campus.
24. Student behaviour will be monitored by staff. There will be staff allocated to supervision duties at all times that students are on Campus.
25. Handbooks, House and Tutor briefings, and Daily Student Bulletins will reinforce all matters relating to movement of students and appropriate behaviour.
26. All members of the Arden Anglican School community will be advised in writing of this Management Plan and the particular aspects that affect each specific group will be highlighted to indicate their importance.
27. This Management Plan will be placed on the School's website.

Supervision Schedule

28. A teacher will be on the Cambridge Campus from 7am to 5pm every school day.
29. A teacher will be on the podium level of the Cambridge Campus to monitor students leaving and entering the school during the following times on school days:-
 - a) 7.15 to 7.30am
 - b) 10.30am to 10.45am for recess
 - c) 12.45pm to 1.25pm
 - d) 3.15pm to 3.45pm
30. The teacher on duty, or teachers moving between campi shall ensure that there is no congregation of students in break times on the common areas of the Cambridge Business Park.

Grievance Procedures

31. A staff member will be designated so as to provide a single point of contact for issues that may arise with tenants or neighbours of the Cambridge Campus or any other member of the public.
32. A Complaints Register must be maintained by the School. That complaints register must record at least the following:
 - a) The name of the complainant;
 - b) A brief description of the complaint;

- c) A brief description of any action taken to resolve the complaint; and
 - d) The date (and time if appropriate) on which the School's response to the complainant was issued.
30. The Complaints Register must be retained so that the records for at least a 12 month period are available for inspection. The Complaints Register must be made available for inspection during School hours by an authorised officer of the Council.

Review of the Management Plan

31. This Management Plan may only be modified in accordance with the modification requirements in the *Environmental Planning and Assessment Act, 1979* (as amended).

Arden Anglican School
7 June 2007