

School Specific Orientation Induction



Welcome to Terrigal Public School

This Orientation forms part of your School-Specific Induction which is required to be completed before work is commenced on school sites, as outlined within the Local Contractors Handbook.

The information included in this School-Specific Orientation Induction will provide specific details including:

- Type of school
- What to do when arriving / leaving school grounds
- School Operational Hours
- School Contacts
- Bell times
- Weekly Scheduled Events
- Reporting Incidents
- Access Points
- Emergency Evacuation Plan

Note: All contractors must check the asbestos register in FMWeb 2.0 before commencing work on a Department of Education property

School Specific Orientation Induction

For your safety and the safety of others, it is a condition of entry to this site that you take a few minutes to read this brochure.

Mandatory Site Requirements

- All visitors are required to report to reception on arrival.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education premises.

Smoking

Smoking is not permitted on NSW Department of Education premises.

Alcohol and Illegal Drugs

Alcohol and illegal drugs are not permitted on NSW Department of Education premises.

Weapons

Weapons including knives are not permitted on NSW Department of Education premises.

Dangerous Goods and Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these at reception prior to entering the site.

Contractors

All independent contractors must:

- Produce all documentation in accordance with the local workplace safety procedures for independent contractors
- Sign the visitor register

Other contractors/visitors

Essential requirements necessary to deliver required service are checked and recorded at a local level, these may include:

- Insurances and up to date qualifications
- Appropriate level of Working With Children Check (including volunteers)



Type of school

Terrigal Public School is a member of the Brisbane Waters Network of Schools of the New South Wales Department of Education.

We have approximately 888 students enrolled in our mainstream and support unit classes.

What to do when you Arrive/Leave

All visitors entering school grounds must adhere to the following:

1. Report to the school office & sign in using the QR Code.
2. Show Government Issued Photo Identification.
3. When you are leaving you will need to advise the school that you are leaving site, and if you are required to return to complete works.



School Operational Hours

The school office administration hours are: 8.55 am to 2.55 pm.

Please note that the entrance and exit points to the school are busy at start and finish times.

School Contacts:

Position	Name	Contact Number
PRINCIPAL	Natalie MacDonald	4384 4599
School Admin staff	Ulrike Myers-Stahl	4384 4599
School Admin staff	Nicole Barry, Samone Green	4384 4599
School Admin staff	Tracey Wilson, Helene Annabel, Rachel Curnow	4384 4599
General Assistant	Brendan Palmer	0408 645 752
Asset Service Officer	Chris Nash	0467 711 306

Bell times

During bell times the foot traffic by students and teachers will increase due to movement between classes and playgrounds.

Bell Times	Activity
	Duty on Playground
8.55 am	Students begin their classes
10.17 to 11.25 am	Recess
	Students Return to Class
12.48 to 1.55 pm	Lunch
	Children Return to Class
2.55 pm	End of Classes - Home Time

Weekly Scheduled Events

Sport Days:

- Mondays – Stage 1 – Morning and Middle Session
- Wednesdays – Stage 2 – Afternoon Session
- Thursdays – Kindergarten – Middle Session
- Fridays – Stage 3 – Middle Session

Friday Mornings – Whole School Assembly 9 am - COLA

Reporting Incidents

Any incidents please report to the front office.

Additional Information:

The Terrigal Before and After School Care building is located within the school grounds.

Terrigal Before and After School Care contact number is 0423 141 650.

School Hall Hire Information (after school) is attached as a separate page to this induction pamphlet.

School Street Address: Havenview Road, Terrigal NSW 2260

Nearest Cross Street: Terrigal Drive and Junction Road, Terrigal

Access Points for Emergency Vehicles:

- Bottom of the School: Access to Staff Carpark via Havenview Road opposite rear of Terrigal Hotel.
- Top of the School: Access near the Before and After School Care Building from Hillcrest Street.

Emergency Kit/Defibrillator Location: In the Administration Building – Front Office.

Vehicle Access: Via Staff Carpark, Havenview Road.

Pedestrian Access: Via School Front Gate or Staff Carpark, Havenview Road. Ena Street Gate is open before and after school.

Parking: Staff Carpark, access via Havenview Road.

Evacuation Point: School Oval (refer to school map).

Water Mains: Near the Carpark Gates in Hillcrest Street (top of the school).

Gas Mains: Near the Front Gate just behind 16 Havenview Road.

Electricity Mains: Inside the Front Gate.

Access Points:

Emergency Procedures

In a life threatening emergency or when Police, Fire or Ambulance Services are required:

DIAL 000 IMMEDIATELY

For all emergencies, injuries, hazards or near misses contact the front office on 4384 4599.

Evacuation: Evacuation bell 1 x 30 seconds.

Proceed to the safest, closest assembly point located on the map. Follow warden instructions.

Lockdown: Bell 2 x 5 seconds.

Proceed to your closest classroom, follow school staff instructions or if alone, lock the doors (if possible) and remain silent until the chief warden gives the all clear.

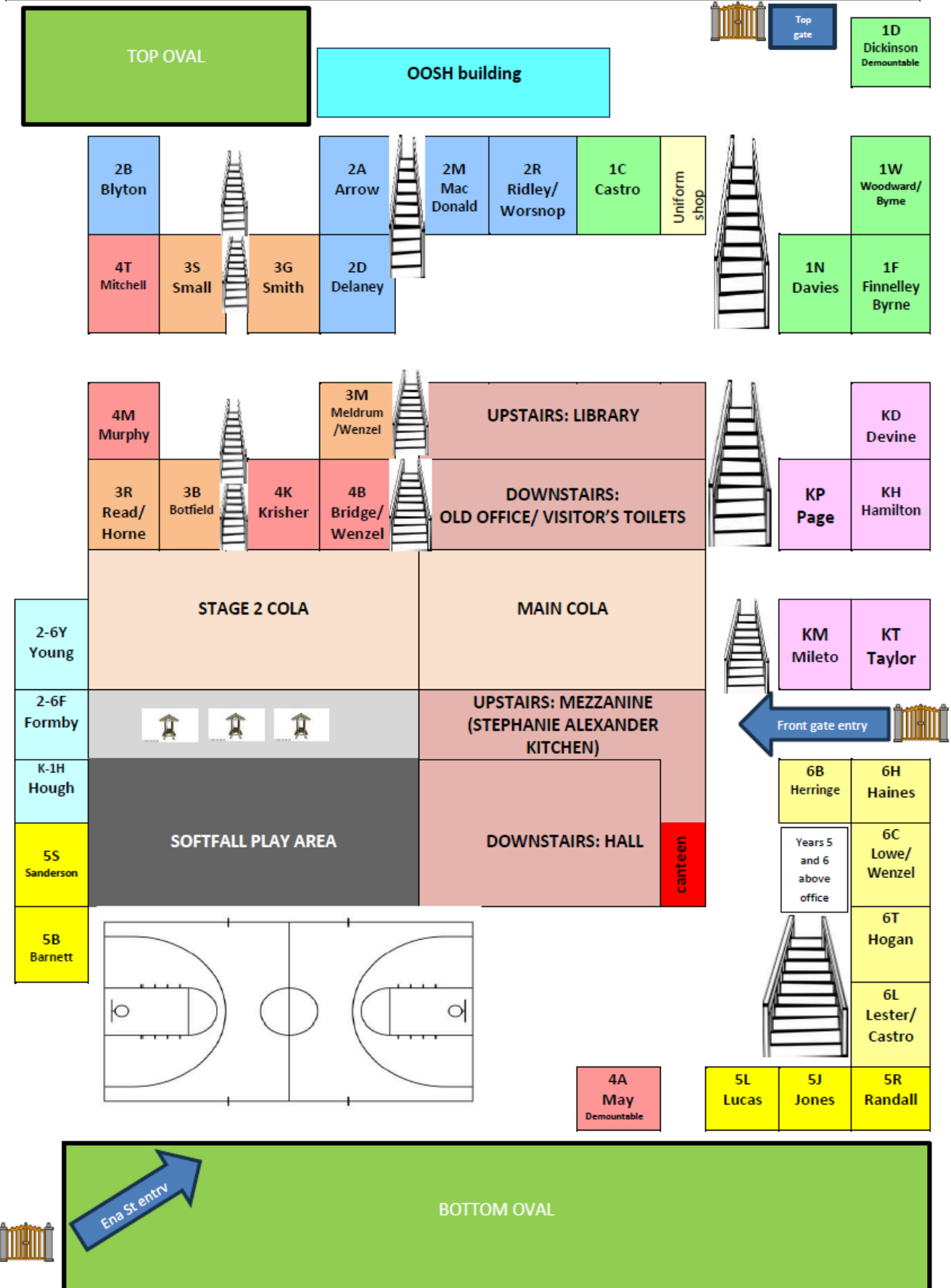
Lockout: Chime that builds in intensity.

Entry to and from the site will be closed. Follow the instructions of the chief warden until advised that you can continue as usual.

2025 Bookings of School Areas

Day	Organisation	Time
Monday	East Coast Tae Kwon Do	3 pm to 4 pm
Monday	Helen O'Grady Drama Academy	4.15 pm to 7.15 pm
Tuesday	GKR Karate	5 pm – 6 pm
Wednesday	JB Dance	3.15pm – 5.15pm
	Keep Free for School Events	
Thursday		
Friday	East Coast Tae Kwon Do	3.10 pm to 4.10 pm
Saturday	Ready Steady Go	8.45am – 12 pm
Wednesday Mornings	LCF Languages French	Room 20 8am – 8.45am
Thursday Afternoons	LCF Spanish	3.05pm – 4.05pm
Tues and Friday afternoons 25/3 – 2/9	Saints Terrigal Netball (March- Sept)	Netball courts Tuesday 4.15-5.15pm Friday 3-4pm
Wednesday and Friday afternoons	Terrigal Wamberal Netball (march – Sept)	Netball courts Wednesday 3.30-4.30pm Friday 4.15-5.15pm
Mon - Fri	Terrigal United Football C	3pm – 4pm
Saturdays	Terrigal Fire Brigade	COLA area From midday in inclement weather only

Welcome to Terrigal Public School!



Emergency Evacuation Map/Plan

