

Sikh Grammar School Australia, Rouse Hill

(SGSA)

Operational Management Plan

This Operational Management Plan accompanies a State Significant Development Application to the Department of Planning and Environment for Concept Master Plan and Built Form Approval for the Sikh Grammar School Australia, Rouse Hill. The following summarises the Operational Management Plan for school & Gurdwara and are reflective of the future operations of SGSA.

Operating hours:

Primary School (3 streams) 7am-6pm

Secondary School (4 streams) 7am-6pm

Specialist curricula activities such as sport/drama/Robotics/STEM/music will take place between 4pm-6pm.

ELC (Early Learning Centre)

Opening hours 6.30am-7pm

86 place centre ~ babies to pre school age

The Sikh Grammar School Australia, Rouse Hill will be a purpose built long day care service with the state of the art facilities.

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Out of School Hours Care: Before School 6.30am-8.30am/After School 3.00pm-7pm/Vacation Care 6.30am-7pm

Gurdwara & Langar

Hours of operation 6.30am-9pm

The entry of school students to the Gurdwara during school hours will be regulated to ensure general safety and to apply child protection guidelines and protocols. Similarly, entry of any non-school people during school hours will be regulated to ensure child safety. Hours will vary depending on the requirements from term to term, and year to year.

Other activities

Performing Arts, Creative Area, and community events currently operate throughout the year on weekdays and weekend, and may on occasions operate till 10.30pm.

All students are on campus for core school hours, with many students also participating in a range of extracurricular programs before and after school.

The School will issue letters to immediate residents to advise of the proposed yearly activities.

Appropriate security systems will be installed throughout the new facilities. SGSA will have an on-site facilities manager on call. External contractors will be at times required on-site for repairs. Public access to facilities will be restricted to dedicated entries.

Cleaning of common areas will take place outside of operating hours.

A cleaning register will be maintained and updated daily.

Waste storage hubs will be provided, and collection practices followed in accordance with SGSA Waste Management Plan.

Noise

Noise mitigation measures will be implemented to minimise the impact on adjoining residences and the surrounding public domain. All visitors to the Site will be encouraged to leave the premises in a quiet and orderly fashion.

Complaints

A register of complaints will be maintained to record the details of any complaints made by a person to staff including time, date and nature of complaint. Should a complaint be received, the details of the complaint are to be taken by the responding staff member and will include:

- Full name and contact details of complainant.
- Date and details of the specific matter of disturbance.
- Explanation to complainant that the matter will be addressed.

Access

Pedestrian access through designated access points as indicated on the SGSA Master Plan

On-site parking as indicated on the SGSA Master Plan

Transport

Staff and students who utilise public transport, use buses and trains which run frequently during peak periods. Chartered Buses operate throughout the day for various events and activities, as required.

Parking

Pedestrian & vehicle access will be provided off Tallawong Rd on the northern & southern sides of the boundary of SGSA.

Access to facilities by community

All external visitors are required to sign in at Reception before being accompanied by a staff member through the Site as/if required, ensuring the School maintains an account of a people on the Site.

Venue Hire Agreement – SGSA is available for local community events, including but not limited to Gurdwara and local community gatherings.

Evacuation

All employees are inducted in evacuation procedures prior to working at the School. All staff and students will understand procedures for both an emergency evacuation and lockdown and the School will utilise practice drills for both emergency situations. Evacuation procedures will be displayed throughout the School. Emergency procedures in future buildings will be aligned with the School's existing evacuation and lockdown policies.