

DROP OFF & PICK UP POLICY

This policy has been revised due to the changes to traffic management within the Balcombe Heights Estate. The traffic flow has changed to a one way direction effective **2nd March, 2011**.

This policy provides a procedure for drop off and pick up of Woodbury students arriving and departing school by vehicle. This includes the vehicles of parents, or their authorised delegates including the drivers appointed under NSW Department of Education and Training School Student Special Transport Scheme for Students with Disabilities

ARRIVAL

- Students are to arrive between 8.30 am and 8.40 am. All students will arrive before of 8.45 am.
- Parents are responsible for ensuring their child is safely seated in the transporting vehicle, and that their seat belt is securely fastened.
- Upon entering the estate from Seven Hills road, vehicles should turn right into the main carpark (approximately 50metres from the entrance to the estate) and travel through the carpark, exiting the carpark by turning left at the %Avenue of Trees+.
- Proceed along the %Avenue of Trees+and veer left into the drop off bay behind building 7
- Proceed along the drop off bay behind buildings 7,8,9 and 10 until you reach Woodbury the drop off area (**zone 2**) (rear of building 11 near large tree).
- The child should wait in the vehicle, until the appointed Woodbury member of staff is present to assist the child to alight from the vehicle.
- Staff will be positioned along the route leading to the playground at the rear and front of the school. Each child, will walk to, and enter their designated playground (large or small), via the gate at either the northern or southern end of the playgrounds, depending on the playground to which they have been allocated.
 - Students who are to enter the large playground will proceed, under the guidance of a staff member to the southern end gate (opposite Thompsons Hall) and enter the playground.
 - Students who are to enter the small playground will proceed, under the guidance of a staff member, past the southern end gate, around the front of building11, and enter the small playground via the gate at the northern end of building 11

- When all children have alighted from the vehicle, the driver can exit the drop off zone by veering right into the Avenue of Trees, and turning left, following the arrows to exit the estate.
- It is important that each driver clearly checks for moving vehicles and children prior to continuing their journey.
- Should a student not arrive by 8.45 am, the staff member appointed for arrival duties will advise the office staff. Parents arriving after 8.45am must park their vehicle in a car park within the estate, and escort their child to the office.
- Under no circumstances are vehicles to be parked at the kerbside at the front of the buildings at anytime, nor are they permitted to be left unattended in the drop off bay..

DEPARTURE POLICY

FOR

Students transported by NSW Department of Education and Training School Student Special Transport

- Upon entering the estate from Seven Hills road, vehicles should turn right into the main carpark (approximately 50metres from the entrance to the estate) and travel through the carpark, exiting the carpark by turning left at the Avenue of Trees
- Proceed along the Avenue of Trees and veer left into the drop off bay behind Building 7
- Proceed along the drop of bay behind buildings 7,8,9 and 10 until you reach the Woodbury pick up and drop off area (**zone 1**)

DET drivers who arrive prior to 3.25pm, should proceed past **zone 1**, parking rear toward fence in the 4 designated parking places under the large tree. (**zone 2**)

Should you arrive **after** 3.25pm you must line up in the vehicle queue for **zone 1**. When you are at the front of the queue, when instructed to do so by staff, you will move towards **zone 2** where students will board the vehicle. .

All students who travel by DET transport will wait in the large playground in assigned vehicle groups.

- Under the guidance of a staff member, students will proceed to their assigned vehicle as they are called to do so by the duty teacher. Please note that no student will be released to an unauthorised DET driver. Each student should enter the vehicle on the kerb side of the road where applicable. The staff member will check that the students seat belt is securely fastened.
- When all children have boarded the vehicle, the driver can exit the drop off zone by veering right into the Avenue of Trees, and turning left, following the arrows to exit the estate.

DEPARTURE POLICY

FOR

Students transported by parents and other authorised “NON” NSW Department of Education and Training School Student Special Transport persons

- Upon entering the estate from Seven Hills road, vehicles should turn right into the main carpark (approximately 50metres from the entrance to the estate) and travel through the carpark, exiting the carpark by turning left at the Avenue of Trees
- Proceed along the Avenue of Trees and veer left into the drop off bay behind Building 7
- Proceed along the drop off bay behind buildings 7,8,9 and 10 until you reach the Woodbury pick up and drop off area (**zone 1**)
- All students who travel by personal vehicle will wait in the small playground.
- Under the guidance of a staff member, students will proceed to their assigned vehicle as they are called to do so by the duty teacher through the gate at the northern end of the small playground. Please note that no student will be released to an unauthorised driver. Each student should enter the vehicle on the kerb side of the road. The staff member will check that the students seat belt is securely fastened.

Staff will release students to the first 3 cars in line. Vehicles that have completed pick up, must wait for the cars ahead of them to leave the kerb before departing.

Upon the first 3 vehicles departing, all vehicles in the line are to move forward to the pick up point to repeat this process. There is to be no overtaking in the drop off pick up area.

- When departing, the driver can exit the drop off zone by veering right into the Avenue of Trees, and turning left, following the arrows to exit the estate. The driver should check for any other vehicles on the road before departing

Please Note:

For the safety of students and staff, vehicles are not permitted to reverse their vehicle in the pick up/drop of bay or assigned car parks after 3.25pm.

For example - if you wish to visit the office, please park your car in a car park within the estate. Vehicles are no longer permitted to stop at the front of the school.

Parents are not permitted to enter the classrooms with a student who arrives late. The school asks for the earliest possible advice of student absences or late arrival times by phone : 9639-6152

Woodbury is unable to release a child to an unauthorised person. Written permission must be provided to the school by the parent or guardian.

We understand that at times, unforeseen circumstances e.g breakdowns, traffic delays, may prevent parents/ drivers from arriving at school to collect children by 3.25. In the event that you are unable to collect your child at the due time, please contact the office immediately indicating your expected arrival time. Unfortunately we do not have staff available to care for your child later than 3.45pm.

NATIONAL CHILD RESTRAINT LAWS

- Children younger than 6 months must be seated in a rearward facing restraint
- Children aged 6 months to under 4 years must be seated in either a rear or forward facing restraint
- Children under 7 years of age must be seated in a forward facing child restraint or booster seat
- Children younger than four years cannot travel in the front seat of a vehicle with two or more rows
- Children aged four years to under seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child restraint or booster.

25 February, 2011