



STUDENT ARRIVAL AND DEPARTURE POLICY

FOR

**WOODBURY AUTISM EDUCATION AND
RESEARCH LIMITED**

DROP OFF & PICK UP POLICY

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 Communities

ARRIVAL

- Students are to arrive between 8.30 am and 8.40 am. All students will arrive before 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 1**) (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 escort each child to their designated playground via the gate of the small playground.
 - Only teachers and Clinical Supervisors (and ED/EA if needed) will get the students out of the cars.
 - One teacher should be responsible for signing in each student, note exact arrival times are required.
 - Teachers and Clinical Supervisors should inform Head of school and administrative staff know *immediately* if:
 - a student does not show up and we didn't know already
 - a student is out of their seat belt/car seat when the car pulls up and
 - ask how long the student has been out of the seat belt/car seat
 - tell the driver that is not allowed,

- tell the driver this will be reported
 - then you record this information on the clipboard with your name
 - after, two-three days in a row there is a pattern of behaviour that the driver reports to you that is not an emergency but is causing difficulties
 - you have three days in a row of behaviour difficulties with getting the student out of the car and to the playground.
- Administrative staff will keep daily record if:
 - a student or a whole transport car will be in late and when he/she/they are expected
 - record on the clipboard (next to the time they arrived) the reason they stated they were late.
- When all children have alighted from the vehicle, and the student(s) have passed the marker cones, 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.
- Student Late Arrival – ALL STAFF
 - if a *student (parent driven)* arrives after the clipboards have been taken to the office (8:45am) but staff are still outside, it is OK to go get the student AND
 - the PARENT must get out of the car and go to the office and sign their child in
 - if a *transport* arrives late after the clipboards have been taken to the office (8:45am) but staff are still outside, it is OK to go get the students AND
 - send a person to the office immediately to TELL administrative staff that the transport arrived and to sign them in.
 - if a *student (parent driven)* arrives after all student and staff are in the building, then the PARENT needs to take the student into the office and sign him/her in,
 - Administrative staff will call the classroom phone to let the teacher know the student is there to take to class.
 - Teacher should assign a staff member to meet the student and their parent at the gate to the small playground at which point the student becomes Woodburys duty of care
 - If a *transport* arrives after all the student and staff are in the building, then the transport driver calls the office and
 - Administrative staff will call the classroom phone to let the teacher know the student is there to take to class
 - Administrative staff will sign the student/s in.

- Teacher will assign a staff member to meet the student at the vehicle and escort them into the building



DEPARTURE POLICY FOR

Students transported by NSW Department of Education and Communities

- DEC drivers who arrive prior to 3.05pm, 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** 3.05pm you must line up in the vehicle queue for **zone 1 (behind the last vehicle in the parent vehicle lin.** When you are at the front of the queue, students will board your vehicle. There is no reversing of vehicles permitted after 3.05pm nor is overtaking of vehicles permitted in the drop off bay at any time.
- No vehicle is permitted to depart the school grounds until a staff member of Woodbury signals you that it is safe to do so.
- All students who travel by DEC 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 DEC driver. Each student should enter the vehicle on the kerb side of the road where applicable.
 - Woodbury is responsible for putting the student in the car and buckling their seat belt. We cannot allow parents or transport drivers to do this. If they need to help you, that is fine.
 - No vehicle should leave if a student is not secured in a car with a seat belt or in their assigned car seat.
 - We cannot have the transport vehicles wait for a student to get into the vehicle and be made secure more than 10 minutes after all other vehicles leave – the other students in the transport need to be taken home. If the driver wants to leave after 5 minutes or so, we cannot make them wait.

- The teacher assigned to oversee that car's departure should sign them out on the departure sheet.
 - We need absolute exact times of the vehicle departure on the clipboard.
 - record the time that they leave the school with the students and write down the reason they gave for being late.

- When all children have boarded the vehicles, and the drivers have been signalled to depart, please exit the drop off zone by turning left into the "Avenue of Trees", and following the arrows to exit the estate.



DEPARTURE POLICY FOR

Students transported by parents and other authorised "NON" NSW Department of Education and Communities School Student Special Transport persons

- Parents should wait in line in the order in which they arrive to the drop off zone. No overtaking, reversing or other manoeuvres are permitted in this area.

- 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.
 - Parent vehicles will be loaded AFTER Transport vehicles have been released
 - Two vehicles will be loaded at any time.
 - 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.

- No vehicle is permitted to depart the school grounds until a staff member of Woodbury signals you that it is safe to do so.

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

LATE pickup/departure

If a transport driver or a parent has called and said that they will be late – please have this written on the front sheet of the clipboard with the reason they gave for being late and approximate time (that way we know up front why and what to expect).

- If a transport vehicle or parent has not shown up AND it is not written on the front sheet of the clipboard, please send a staff member to inform the administrative staff immediately so that the parent or transport people can be called.
- If you are waiting with a student(s) then do not wait outside for more than ten minutes after all other vehicles leave - take the student(s) inside building 14
- We need to have at least two staff people in the building where the student is waiting.
- If the parent/ transport arrives within the 10 minute period the student can be loaded into the car following usual procedures.
- If the parent/ transport arrives after the 10 minute period they should call the office to notify staff of their arrival, this message should then be passed on to the relevant staff so students can be loaded into the vehicle.

Please Note:

For the safety of students and staff, vehicles are not permitted to reverse their vehicle in the pick up/drop off area after 3.05pm. Furthermore, vehicles are not permitted to be left unattended in the pick up/ drop off area at any time

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

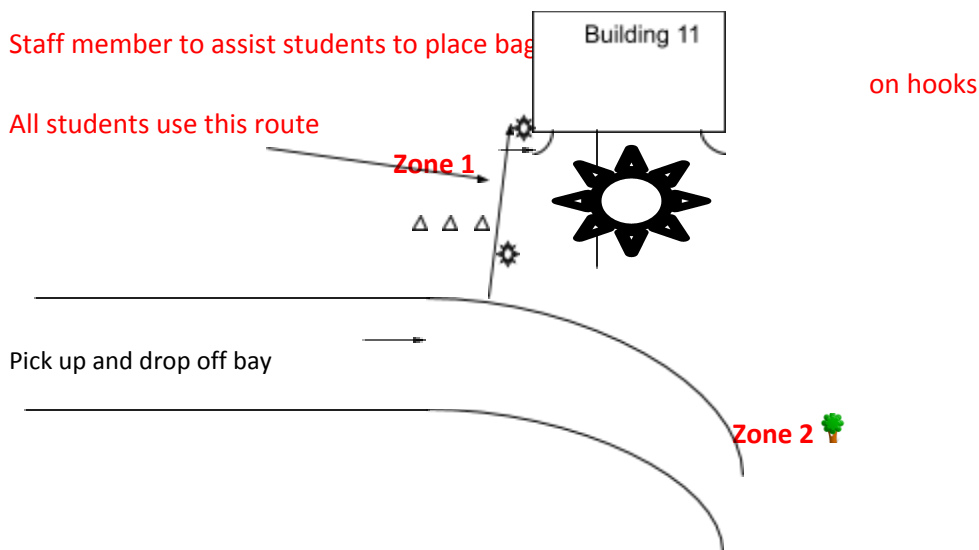
Woodbury is unable to release a child to an unauthorised person. Written permission must be provided to the school by the parent or guardian.

We understand that at times, unforeseen circumstances e.g breakdowns, traffic delays, may prevent parents/ drivers from arriving at school to collect children by 3.05. 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.

ARRIVAL



Key	
●	Large tree
⚙	Before school duty staff
△	Witches hats