



PICK-UP AND DROP-OFF POLICY

Policy Statement

Oakland International British School is committed to ensuring the safety and efficiency of our pick-up and drop-off procedures. To this end, we have implemented a comprehensive policy that outlines designated areas, arrival and departure times, traffic flow regulations, and authorized vehicles and drivers. Focusing on pupil supervision, we prioritize the safety of all members of our school community. This policy also encompasses measures for emergencies, communication with parents, and enforcement of regulations. Regular review and updates will ensure that our pick-up and drop-off procedures remain aligned with our commitment to safety and effectiveness.

Aim

Our pick-up and drop-off policy aims to ensure the safety, organization, and efficiency of transportation procedures at our school. By establishing clear guidelines, we aim to minimize congestion, reduce safety risks, and create a seamless experience for pupils, parents, and staff. This policy prioritizes effective communication with parents to uphold our commitment to providing a secure and supportive learning environment.

Designated Areas

At Oakland International British School, we prioritize the safety and efficiency of our pick-up and drop-off procedures by establishing designated areas for children. Children in Early Years, Year 1, and Year 2 will be picked up at the School's main site, while those in Year 3, Year 4, Year 5, and Year 6 will be picked up at the School's Annex. These designated areas are carefully selected to streamline traffic flow and ensure a smooth transition for pupils, parents, and staff. By adhering to these designated areas, we can minimize congestion, enhance security measures, and maintain orderliness during pick-up and drop-off times.

Arrival and Departure Times

At Oakland International British School, we strive to foster a punctual and organized start to the school day for all our pupils. Our school gate opens promptly at 7:30 am, with our dedicated staff members on duty outside to warmly welcome pupils and ensure a smooth transition into the school premises. Parents need to note that pupils arriving after 8:00 am will be considered late, and as such, parents or guardians will be required to park their vehicles and accompany their children to the front office. Here, they will hand them over to the administrative team, allowing for a seamless integration into the school day routine. This measure is vital to uphold our commitment to punctuality and ensure that pupils are prepared to engage in their learning from the outset.

Our school operates on a structured schedule to facilitate the orderly dismissal of pupils at the end of the school day. School hours conclude at 1:30 pm and 2:00 pm for Early Years and Key Stage respectively from Monday to Thursday, and at 12:30 pm and 1:00 pm for Early Years and Key Stage respectively on Fridays. We kindly request parents to give us at least 5 minutes

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upon arrival for pupils to settle down and be called out. We appreciate your cooperation in adhering to our arrival and departure times, as it contributes to the overall effectiveness and success of our school's operations.

Traffic Flow

The school prioritizes the efficiency of traffic flow during pick-up and drop-off times. Our designated arrival and departure times, combined with the organization of our school gate opening at 7:30 am, help to manage the flow of vehicles entering the premises. Parents are encouraged to adhere to the specified arrival times to minimize congestion and ensure a smooth transition for all pupils.

Furthermore, our differentiated seating recommendation advises pupils in Early Years, Years 1, and 2 to sit on the left-hand side of the car while Years 3 - 6 at the school annex to sit on the right-hand side to optimize safety during drop-offs. This arrangement enables pupils to exit vehicles on the side away from traffic, reducing exposure to busy roads and enhancing overall safety protocols. By following these guidelines, we can maintain a safe and orderly traffic flow, ensuring the well-being of all members of our school community.

Authorized Pick-Up Personnel: Adding and Removing Permissions

At Oakland International British School, effective communication with parents and authorized pick-up personnel is vital to ensure the safety and security of our pupils. Parents are kindly reminded to notify the school administration promptly in case of any changes to the list of approved pick-up personnel.

In the event of adding a new pick-up person, parents are required to send an email to admin@oaklandintlschool.com or any admin WhatsApp number, stating the name of the new person and confirming their approval for pick-up. Additionally, parents must attach a photograph of the new pick-up person for identification purposes. This communication should be completed on or before 1:00 pm to allow sufficient time for processing and effective communication with the team.

Conversely, if there is a need to remove a pick-up person, parents must also send an email or WhatsApp message with the person's name, photograph, and confirmation that they are no longer permitted to pick up the child. This proactive approach ensures that our records remain accurate and up-to-date, enabling smooth and secure pick-up procedures for our pupils. We appreciate your cooperation in adhering to these communication protocols, as they are essential for maintaining the safety and well-being of all pupils at our school.

A handwritten signature in black ink, appearing to read 'Barakah Saleh Mutallab'.

BARAKAH SALEH MUTALLAB
School Director