



Transport Procedures - The Willow Tree Centre

Morning Arrival

Students will arrive into the building from 9am.

- Learning Facilitators to remain in the classroom to greet students as they arrive
- All support staff should go outside to collect and escort students from the transport to their classroom
- Designated staff will be on duty continually outside and should wear hi-vis jackets to identify them. They will manage the traffic and be on duty to deal with any issues.
- All buses and cars will be required to remain stationary and turn off their engines until all students are inside the building.

Afternoon Departure

- Designated staff will wear hi-vis jackets to manage the transport and deal with any queries or issues
- All students will be escorted to their transport and staff will remain with them until they are safely on their bus/taxi or handed over to parents/carers.
- No student should be allowed to go outside the building independently.
- All buses and cars will be required to remain stationary and turn off their engines until staff indicate that it is safe to move.
- Staff should ensure that students get onto the correct transport and that parents/carers are identified. Any unknown person who tries to collect a student should be referred to the Head on Duty and the student should remain within the Willow Tree Centre while the HOD investigates.