



INTERNATIONAL CHINESE SCHOOL INTERIM STUDENT TRANSPORT MANAGEMENT PLAN (Proposed Revision November 2021)

This plan outlines the interim arrangements for the management of student transport prior to the construction of the slip-lane on the Pacific Highway, adjacent to the School site at 211 Pacific Highway St Leonards.

A School Marshal has been employed to ensure the safety of students during the drop-off / pick-up times.

Parent drop-off/pick up point

The parent drop-off/pick-up point will be the present school site on the grounds of St Paul's Anglican Church, 1 View Street Chatswood.

Mode of transport

Students (88 in total) will be transported by minibus (22 seater with maximum dimensions 2080mm x 6990mm) to and from the new school site at St Leonards. There will be a maximum of four minibus movements per morning and afternoon.

The Principal and the School Marshal will arrange bus groupings to ensure that student arrival / departures are distributed evenly across the staggered bus movements.

Bus timetable

Bus drop offs/pick-ups at the St Leonards school site will occur at 15-minute intervals, as outlined in the following timetable.

Morning			Afternoon		
Group	St Pauls (d)	St Leonards (a)	Group	St Leonards (d)	St Pauls (a)
Year 4/5	8:20am	8:35am	Year 4/5	2:45pm	3:00pm
Year 2/3	8:35am	8:50am	Year 2/3	3:00pm	3:15pm
Year 1	8:50am	9:05am	Year 1	3:15pm	3:30pm
Kinder	9:05am	9:20am	Kinder	3:30pm	3:45pm

Minibuses will observe the timetable arriving/leaving promptly at allocated times to avoid queuing at pick up/drop off points. To ensure even distribution across buses some students may be allocated to travel on buses of other year groups.

Morning routine

At St Pauls Anglican Church:

- Parents' vehicles will enter the carpark via View Street and follow the clockwise flow direction.
- Parents are to park their vehicle and personally walk their child to the School Marshal/staff member who will be waiting at the school gate.
- Parents are not to loiter, but to leave the carpark as soon as their child is under the supervision of the School Marshal/staff member.
- Under staff supervision students will walk through the atrium of the church and board the minibus at onsite driveway at the front of the church.
- Accompanied by the Marshal/staff member, students will travel by minibus to the St Leonards school site.

Upon arriving at 211 Pacific Highway, St Leonards:

- Upon arrival at the St Leonards school site the minibuses will travel through the public car park at Gore Hill Oval enter the Avenue and turn immediately right, then reverse to facilitate forward exit back into the public carpark.
- Students will alight under staff supervision and enter the school via the main entry gate off The Avenue.
- The minibus will exit the Avenue and must do so in a forward direction.

Afternoon routine

At 211 Pacific Highway St Leonards:

- Minibuses will enter the Avenue as per morning routine.
- Students will be led by their class teacher and assemble at the main school gate off the Avenue where the Marshal/designated staff member will be waiting.
- The Marshal/designated staff member will lead the students to the waiting minibus.
- Students will be transported back to the St Paul's site under staff supervision.
- The minibus will exit through the Gore Hill Park parking area in a forward direction, turning left onto the Pacific Highway.

Upon arriving at St Pauls Anglican Church:

- The minibus will park in the onsite driveway at the front of the Church.
- Students will exit the bus under staff supervision and be led through the church atrium to the pick-up point at the rear of the building.
- Parents will collect their child from the school gate and lead them back to their vehicle.
- Parents are not to loiter, but to leave the carpark as soon as their child has been collected.

General conditions related to minibus access to site

Only one mini-bus in association with the drop-off / pick-up is permitted to access the public carpark and The Avenue at any one time.

The buses must not stop within the public carpark, or The Avenue for any purpose other than drop-off/pick-up zone within the carpark at the location identified in the diagrams at the end of this procedures document.

Minibus access during construction of drop-off/pick-up zone

The area of the drop-off/pick-up zone that will also be used by minibuses for temporary drop-off/pick-up has been completed allowing access for minibuses on school days.

The importance of adhering to the bus timetable

The minibus is small with a maximum of 22 students. Loading/unloading students should take a maximum of 3 minutes respectively, resulting in a minimal dwell time. The 15-minute staggering of bus times allows sufficient time to load/unload students and for the bus to enter and depart the car park prior to the arrival of the next bus. Therefore, the Marshal must place high priority on ensuring that students are ready on time for each bus, and that the timetable is adhered to.

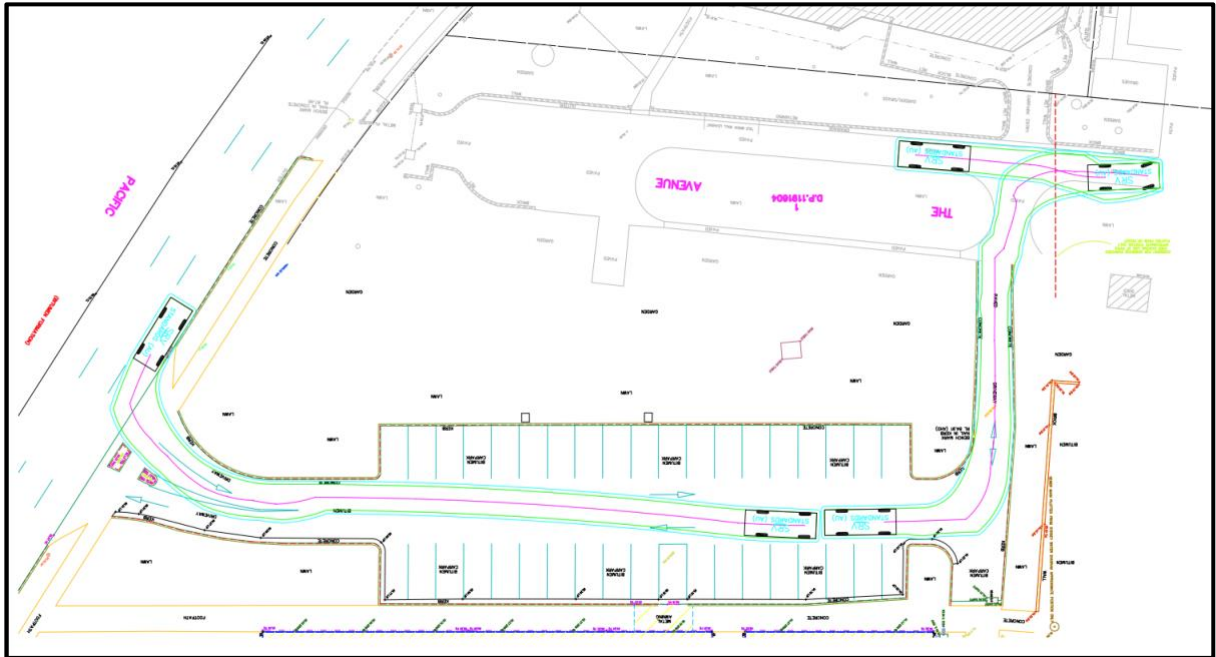
Communication with school parents

All parents will be informed that drop-off/pick-up must occur at/from the existing school site at St Pauls Anglican Church, Chatswood. The Principal and School Marshal will monitor the Gore Hill Park public car park to ensure that any incorrect use is flagged, and parents instructed to depart and to use the system as required by the school.

Peter Jamieson
Principal
June 2021

APPENDIX: MINIBUS PATH OF TRAVEL

Entering the site



Leaving the site



