



British International School
of Ljubljana
an Orbital Education School



BISL

Pick up and Drop off Policy



Rationale

At BISL, the Mission Statement defines the school's ethos, priorities and way of working, and guides all the school's policies and operations. Anyone who intends to join the school community agrees to this:

Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

Our Values

Excellence - We strive for excellence in everything we do.

Respect - We learn at school by showing respect to everyone in the community

Responsibility - We are engaged, promoting actions and behaviours that support a sustainable future.

Integrity - We are transparent, honest and ethical in all our relationships.

Compassion - We are kind and caring, encouraging everyone to succeed.

As such, BISL is a diverse and non-selective school, admitting students irrespective of:

- ability;
- race or nationality;
- appearance;
- cultural, social or family background;
- mother tongue or accent;
- religious beliefs;
- gender or sexual orientation.

All students have equal access to the full range of educational opportunities provided by the school.

Aims

This Policy lays out the procedures for the drop off and pick up of students.



Dropping off and picking up students – car users

BISL shares the school site with another organization. As a result, we need to keep in mind the safety of all users of the site, as well as students, staff and parents. It is important that when dropping off or picking up students, all car drivers adhere to the following:

- Speed limit – 20 km per hour should not be exceeded. In the event of fast or dangerous driving, the person concerned could be banned from driving onto the site.
- Parking on site is not permitted unless it is for a child in Early Years. In this case the parking provided on site by the entrance to Early Years should be used. For all other traffic there is a residents car park which can be used for parking – please see the map in the parent handbook.
- Car drivers should follow the instructions of the members of staff on duty outside the front of school.
- At pick up time all car users should switch off their engines whilst waiting for students to leave school. They should also ensure that the vehicle is parked in such a way that allows other car users to pass.
- All car users should drive within the speed limit on the road outside of the school site.
- Car users, who are in a line of stationary vehicles, should not leave their vehicle unattended.
- Parents should not stand in front of the gates to the playground but should wait in the cars, as this causes congestion. Students of parents waiting in the car will be called first to clear the line of traffic.
- Parents from Year one onwards should not enter the school building or playground unaccompanied by a member of staff at either drop off or pick up. If a parent does need to enter the school building at these (or any other times), they should enter through the reception area, sign in and be issued with a visitors badge.
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BISL responsibilities

- At least two members of BISL staff will be on duty during drop-off and pick up times to ensure that students behave sensibly when entering and exiting the building.

Walking onto the school site.

- From the residents car park – please follow the route marked out by the cones.
- From the main entrance to the school site car park – please keep to the pavement.

PREPARED/UPDATED BY: Mel Hitchcocks

28/08/2023

APPROVED BY: Principal -

28/08/2023

REVIEWED BY: Mel Hitchcocks

11/09/2025

This Policy is to be reviewed **every two years** and updated as and when changes occur.