



The following procedures must be followed by all drivers, passenger assistants, families and school staff in order to maintain the highest standards of health and safety and to reduce the risk of injury on our car park.

General guidelines

- These guidelines should be read in conjunction with the school car park map and colour-coded routes for doors 1 & 2. The risk assessment for arrival and departure must also be read and followed.
- The speed limit on the car park and school drive is 5 mph. Any case of anti-social behaviour, dangerous driving or speeding on the school car park will be reported immediately to the Headteacher and Local Authority Transport Office where needed. The school car park is private property and the Governors of the school reserve the right to act to bar any driver who puts our pupils, staff and visitors in danger.
- All pupils, drivers and passenger assistants must wear a safety belt whenever they travel. The only exception is if special arrangements have been agreed between home/Transport Office and the school on the production of a Hospital Consultant's letter.
- No smoking is allowed anywhere on school premises. This includes the car park.
- Animals should not be brought onto the school premises.
- Mobile technology including mobile phones should not be used on site when pupils are arriving or leaving school.
- Horns must not be sounded whilst on the school car park. Our pupils can be noise-sensitive and easily frightened. Headlights must not be flashed.
- Local Authority identification badges must be worn at all times and shown to school staff whenever required. Failure to comply will be reported.
- All staff, drivers and passenger assistants should talk to pupils and inform them of what is happening. The school provides communication training for drivers and passenger assistants. This includes the use of symbolised Aided Language Displays, Makaton signs and symbol fans to be worn on lanyards. This training is also available for families.
- Courtesy, respect and dignity is expected at all times.
- Zebra crossing should be left with enough space for pedestrians to cross safely.
- Wheelchair brakes must always be put on whenever a pupil is using a tail-gate lift. All pupils must be securely clamped. Any bags or coats which are hanging from wheelchair handles during transfers must be removed and safety stored.
- Families, drivers and passenger assistants are to remain with their vehicles and supervise their child/pupils. If the driver needs to exit the vehicle, for example to clamp a wheelchair, they need to remove the key from the ignition. Pupil safety remains the responsibility of families, drivers and passenger assistants until school staff have arrived to supervise pupils.
- Passenger assistants must not open doors until school staff arrive at the side of the vehicle and are available to support disembarkation. Always disembark using the nearside door. School staff are reminded to follow safer moving and handling principles at all times.
- Families/passenger assistants must remain vigilant throughout. If additional support is required whilst you are on your journey or waiting in the queue, please ring the school office.
- School staff are on duty from 8.50am and 2.45pm. Both door 1 & 2 are open to receive Pupils between 8.50am and 9.10am. Doors are shut at 9.10am and any late arrivals must sign in via the main reception door and wait for staff to arrive from class. This may take some time because lessons will have already started.

Arrival in the morning

Yellow route

- Enter the main gate and bear left so that you follow the yellow route all the way around the car park. The head of the yellow queue waits at the red line near the minibus store.
- A member of staff in a high-visibility jacket will be on duty to call you forward when there is a suitable space available on the green lane.
- Yellow route vehicles disembark when they are parked on the green lane between the red line and the second zebra crossing.
- This route has a longer stretch of the green lane and therefore approximately 60% of all routes are given a yellow card and route number. Longer vehicles and minibuses are prioritised for this route.
- All drivers must switch off their engines when parked. This reduces pollution and is safer for pedestrians.
- Once you have dropped off you can leave site by turning right after the central, grassed area. Under no circumstance should you perform a “3-point turn” by the second zebra crossing. If there is insufficient space, please drive up to the roundabout at the end of the green lane and turn around there.

Blue route

- Enter the main gate and bear left so that you follow the blue route through the middle of the car park. The head of the blue queue waits at the first zebra crossing.
- A member of staff in a high-visibility jacket will be on duty to call you forward when there is a suitable space available on the green lane.
- Blue route vehicles disembark when they are parked on the green lane between the second zebra crossing and the roundabout.
- This route has a shorter stretch of the green lane and therefore approximately 40% of all routes are given a blue card and route number. Shorter vehicles and cars are prioritised for this route.
- All drivers must switch off their engines when parked. This reduces pollution and is safer for pedestrians.
- Once you have dropped off, drive up to the roundabout at the end of the green lane, turn and exit site.

Arriving on Foot

- Families arriving on foot should do so by entering through the pedestrian gate. Please ensure that you remain on the pathway and use the zebra crossings.
- A member of class staff will be available to receive your child.

Deliveries, special requirements and emergencies

- In certain circumstances the members of staff on duty may need to direct a vehicle to advance towards the school immediately. This may be a dynamic risk assessment on account of a delivery, waste collection, a pupil’s specific needs at that time, a change in pupil medical condition or other health and safety issue. We request all drivers respect the decision of school staff.
- In these cases, the cones opposite the main gates may be temporarily removed and staff will escort a vehicle straight up the school.

Safeguarding checks

- The safety of pupils is of paramount importance. Therefore, an additional check has been put in place every morning. A member of staff wearing a high visibility jacket will be waiting near the exit gate. All drivers of Local Authority routes must stop and allow access for this person on duty to check that no pupil remains in the vehicle. This may be possible with some vehicles by simply looking through the windows. For other transport routes, it may be necessary to enter the vehicle and check all areas. We thank drivers for their patience while this check takes place.

Departure in the afternoon

- We have a large number of routes to load during a short period of time. We request that you adjust your arrival time to allow for this. At times the queue of traffic reaches the Thorns Road and causes a hazard to all vehicles on the highway. We can have up to 85 vehicles on site within half an hour.
- The main gates open automatically at 2.30pm. Please follow the same coloured routes as the morning arrival and park in the designated areas of the green lane or queue in the route of your colour.
- The head of the yellow route is at the red line; the head of the blue route is the first zebra crossing.
- Zebra crossings should be left with enough space available for pedestrians to cross safely.
- From 2.45pm onwards a member of staff in a high-visibility jacket will start to call the route numbers. This allows for transitions to begin from around the school building. Doors open at 2.50pm
- All pupils will wait in their class or form rooms for their routes to be called.
- Staff accompany students to their vehicles and may give family member a *brief* message from their day at school. A School Life diary message is sent home daily to aid communication but longer conversations should be held via a telephone call made at a convenient time. Please refrain from talking to school staff for longer periods because your vehicle is occupying an important space and delaying others.
- Your route card number needs to be clearly displayed, facing outwards on the dashboard. This will enable the member of staff on duty to call your route promptly via a walkie-talkie.
- A member of staff in a high-visibility jacket will call routes in order of their arrival. Pupils will only be brought out once their route is safely parked on the green lane, engine switched off and key removed from the ignition whenever the driver is not present.
- Individual pupils will be called if they are being collected by family members.
- All wheelchair users must use a three-point safety belt which has been correctly fitted.
- All safety belts must be put on and checked before any vehicle leaves site.

These procedures were updated in September 2023 and may be reviewed as appropriate throughout the academic year.

Signed by the Head Teacher: Miss Jodie Colbourne

Date: 04.09.2023