

School drop off and collection protocol.
Pupils must NOT be left unaccompanied in reception

AM.- drop off time 8.45-9.15 am

- Vehicles will come onto the school premises from 8:45am and turn their engines off and wait for school staff.
- Designated school staff, wearing yellow jackets, will come out and direct the unloading of each vehicle – it is a 3 vehicle at a time policy.
- All medicines will be given to the designated school staff and signed for.
- Once ALL the children have been brought into school safely, the school bus staff will signal you to leave.

At drop off or collection times you may be directed to use the designated disabled parking bay. Please do NOT leave this parking bay unless or until you have been directed to do so by a designated school staff.

PM.-collection time 3.00-3.15

- Parents/carers collecting their children will be allowed onto the school premises at 3pm. High dependency vehicles are also permitted at this time.
- Once ALL the children are in their vehicles and are off the tarmac (estimated time of around 3:10pm) the other buses and taxis will be signalled to come onto the premises.
- Vehicles waiting to enter the school grounds must **NOT** wait at the main gate at this time as it will block the entrance in case of an emergency.
- The first two taxis on the tarmac will be directed into the disabled spaces available. For the safety of everyone and to avoid possible collisions, the taxis **MUST** then wait until all the other vehicles have left the tarmac before reversing out of their designated space when directed by the member of staff (yellow jacket) on duty.
- All vehicles must switch their engines off. **NO VEHICLE IS TO MOVE WITHIN THE SCHOOL BOUNDARY GATES WITHOUT INDICATION FROM DESIGNATED STAFF MEMBER.**
- School staff will be alerted to when all the vehicles are in, to accompany the children down to the transport.
- Designated school bus staff will distribute any medication.
- **ONCE ALL THE CHILDREN ARE ON THEIR ALLOCATED VEHICLES AND IT IS SAFE TO DO SO YOU WILL BE SIGNALLED BY SCHOOL BUS STAFF TO DEPART – YOU MUST NOT LEAVE THE PREMISES UNTIL REQUESTED TO DO SO, FOR THE SAFETY OF OUR PUPILS AND STAFF.**

PLEASE DIRECT ANY COMMENTS OR QUERIES TO A MEMBER OF THE SENIOR MANAGEMENT TEAM