

Pens Meadow School – Ridge Hill Site

Safely Accessing School

PEDESTRIANS at all times

PLEASE DO:

- **Park in designated areas only (see map attached).** The car park at the rear of the school is owned by Brooks Mead and Meadow Rise Bungalows and is for their use only.
- Use the **Pedestrian Crossing** to approach and when you leave the main entrance.
- Ask us for a Vis-Vest if you would like one to wear when bringing or collecting your child.
- Ask if you require assistance getting to your vehicle and a staff member will accompany you.

PLEASE NOTE:

- **The use of Mobile Phones/Cameras etc. is not permitted on site at any time.** This covers all the areas within the building and the area in front of the building (parking bays).
- School is open to Parent/Carers from **8.45am** for drop off and **2.55pm** for collection. At any other time please report to reception and sign in the visitor's book.

MORNING

- Parent/Carers to **ensure school transport co-ordinator records your child's** arrival and make the same person aware as you leave. This is so we can account for anyone in school in the event of an emergency evacuation.
- Parent/Carers who arrive **after 9.10am** will need to advise office staff who will alert class and a member of staff will collect your pupil from the door.

AFTERNOON

- Parent/Carers to **sign in and out** using the sheets on the cabinet by the seats in **Reception** (this is so we can account for anyone in school in the event of an emergency evacuation) and make their way to the **Dining Hall**.
- Pupils will be brought to parent/carers by a member of school staff.

Parent/Carers who want to access school in their vehicle to drop off and pick up their young person must join the transport queue and adhere to the procedure (overleaf).

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Vehicles Accessing for Arrival and Departure of Students

PLEASE NOTE:

- Follow the instructions of school staff supervising transport at all times.
- The use of Mobile Phones/Cameras etc. is not permitted on site at any time. This covers all the areas within the building and the area in front of the building (parking bays).
- Do not allow pupils to leave vehicles before the front door is open and the Transport Co-ordinator is present and at any time until you are safely parked at front of school
- Remain in your vehicle whilst in the queue – if there is an emergency you may have to move.
- Allow room for other vehicles to pass at all times. We do not have exclusive use of the road.
- Do not block the **Pedestrian Crossing at any time**
- **No parking or stopping** in the area to the side of the gym (see map) at transport times to **9.30am (morning) 2.30pm to 3.30pm (afternoon)**
- Park away from the school, enter and sign in via reception if you have to leave your vehicle to come into school during transport times.
- **Vis Vests** to be worn by all drivers and passenger assistance whilst off their vehicle.
- Vehicles **must not** leave their **engines running** whilst in the bays in front of the school at any time.
- Pupils at Ridge Hill to be escorted to and from vehicles/school at all times.

MORNING

- **Do not arrive at school earlier than 8.40am.**
- Vehicles to park if bays available in front of the school.
- If no bays are available, vehicles to **queue** behind the **lamppost** (see map).
- Once a bay becomes free park within the lines.
- Parent/carers/passenger assistants - bring student into school via the main entrance. Ensure school staff have noted your arrival. Passenger Assistants confirm number of students on their vehicle and names of students who are absent from school.

AFTERNOON

- **Minibuses** have priority in the **bays in front of the school until 2.55pm**. Minibuses arriving after that time will have to wait in the queue (see map attached)
- All other vehicles to wait in the **queue** behind the **lamppost** (see map)
- A member of the **Senior Leadership Team** and the **Transport Co-ordinator** will direct you into the next available bay after **2.55pm**

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- We cannot reserve spaces for certain vehicles. If your vehicle requires wheel chair ramp access, please inform the Transport Co-ordinator who will arrange other vehicles to park accordingly.
- Staff will bring pupils out to vehicles.