

Pens Meadow School – Ridge Hill Site

Safely Accessing School

IN LIGHT OF THE CURRENT COVID 19 CRISIS PARENT/CARERS AND PASSENGER ESCORTS WILL NOT BE ABLE TO ENTER THE SCHOOL BUILDINGS EXCEPT IN THE EVENT OF AN EMERGENCY

PLEASE OBSERVE SOCIAL DISTANCING GUIDELINES 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 i.e. parking bays.

PEDESTRIANS at all times

IN LIGHT OF THE CURRENT COVID 19 CRISIS PEDESTRIAN ACCESS TO OUR SCHOOL DURING TRANSPORT TIMES IS PROHIBITED.

PLEASE REMAIN IN YOUR VEHICLE AND JOIN THE TRANSPORT QUEUE.

PLEASE NOTE:

- 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.
- Late arrivals will need to advise office staff who will alert class and a member of staff will collect your pupil from the external door.

Vehicles Accessing for Arrival and Departure of Students

- Follow the instructions of school staff supervising transport at all times.
- Do not allow pupils to leave vehicles – School staff will come to vehicle to collect pupils.
- 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) **between 9:45am and 2:15pm** to facilitate safe arrival and departure of students.
- **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.

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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.
- School staff will come to vehicles and bring student into school via the main entrance.
- School staff will confirm number of students on the vehicle and names of any students who are absent from school.

AFTERNOON

- Vehicles to park if bays available in front of the school.
- If no bays are available, vehicles to **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**
- We can no longer reserve spaces for certain vehicles. If your vehicle requires wheel chair ramp access, please inform the Transport Co-ordinator who will arrange for other vehicles to park accordingly.
- Staff will bring pupils out to vehicles.