



Pens Meadow School – Post 14 Safely Accessing School

THE USE OF MOBILE PHONES/CAMERAS ETC. IS NOT PERMITTED WITHIN THE SITE PERIMETER AT ANY TIME. THE SITE IS A NO SMOKING AREA.

This covers all the areas within the building and the area in front of the building i.e. parking bays as well as during the wait in a queue to drop off or pick up students.

Parent/Carers who need to access the site in their vehicle to drop off and pick up their young person can either join the transport queue or park in the visitors' car park and adhere to the pedestrian protocol below.

PEDESTRIANS – at all times

PLEASE DO:

- Use the car park to the right of the main entry gate – signed **Visitor Car Park**. Disabled parking bays are clearly marked.
- Use the **Pedestrian Crossing** to approach the **Pedestrian Gate**.
- Please use the **Pedestrian Call Point** to alert reception of your arrival – stating the reason you need to access the site.
- Use pavements, marked areas and pedestrian crossings to make your way to and from the building.
- Keep the area around the dining room door clear to enable the calm and secure reception of students into school.

AFTERNOON COLLECTION by Parent/Carers – school staff will bring your young person to the gate at the rear of the visitors' car park.

PLEASE NOTE

- Site access for Parent/Carers is from **9:00am** for drop off and **3.15pm** for pick up. Please don't try to gain access earlier unless you have an appointment or there is an emergency.
- Pedestrians **must not** use the **Vehicle Gate** at any time. Don't be tempted – you may get hurt and importantly we will not know who is on site.
- Please be aware of anyone else using the **Pedestrian Gate** at the same time as you. If you don't know who they are please don't let them in.



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VEHICLES - Arrival and Departure of Students

PLEASE NOTE:

- Vehicle gates open at **8:55am until 9:00am** and from **3.10pm to 3.15pm**.
- If you arrive any earlier, you will cause an obstruction in Tiled House Lane.
- **Vis Vests** to be worn by all drivers and passenger assistants whilst off their vehicle.
- Vehicles **must not** leave their **engines running** whilst on site unless required for operational purposes.
- Do not allow pupils to leave vehicles before the front door is open and the Transport Co-ordinator is present.

PLEASE DO:

Follow the instructions of school staff supervising transport at all times.

- **Follow the speed limit of 5mph on site at all times.**
- Enter the grounds and drive down to the **Bottom Car Park to turn safely** and join the appropriate queue of vehicles. **Do not turn your vehicle around in the spaces by the Sports Hall or any reserved spaces along the driveway.**
- 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.

1. Pupils able to negotiate stairs – no mobility issues

School staff will call you to the bottom of the steps by reception. Do not be tempted drop your young person off in the driveway (*live lane of traffic!*) or on the grassed area.

- **Morning** – Students are encouraged to come into school independently from the vehicles via the **dining room door**. School staff will confirm number of students on vehicle and names of students who are absent from school.
- **Afternoon** - staff will bring pupils out to vehicles.

2. Pupils with mobility issues

You will need to queue in the area at the end of the blue railings and wait to be called into the ramped area in front of the dining hall.

- **Morning** – School staff will collect all students from vehicles and bring them in via the **dining room door**. School staff will confirm number of students on vehicles and names of students who are absent from school.
- **Afternoon** – staff will bring pupils out to vehicles.