

**Pens Meadow School – Ridge Hill
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, perimeter fencing and school car park

Arrival and Departure of Pupils

PLEASE NOTE:

- School is open to pupils from **8.45am** for drop off and **3.00pm** for collection. At any other time please report to reception and sign in the visitor's book. **(THE PEDESTRIAN GATE AT THE SIDE OF THE GYM IS ONLY ACCESSIBLE AT TRANSPORT TIMES).**
- Late arrivals will need to advise office staff who will alert class and a member of class staff will collect your pupil from the external door. **Please do not leave your child until handover with class staff takes place.**
- Vehicle gates open at **8:40am until 9:05am** and from **2.50pm to 3.30pm.**
- If you arrive any earlier, you will cause an obstruction in Buckpool Way.
- Vehicles **must not** leave their **engines running** whilst on site unless required for operational purposes i.e. to operate passenger lift.
- Do not allow pupils to leave vehicles – Class staff will come to the vehicle to collect pupils.
- Remain in your vehicle whilst in the queue – if there is an emergency you **will** have to move.
- Allow room for other vehicles to pass at all times.
- Do not block the **Pedestrian/Zebra Crossing at any time.**
- **No parking or stopping** in the area to the side of the gym.
- **Vis Vests** to be worn by all drivers and passenger assistance whilst off their vehicle. **If parent carers would like a vest, please contact the school office.**
- Pupils at Ridge Hill to be escorted to and from vehicles/school at all times.

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 **queue as far left as possible before the Pedestrian/Zebra crossing.**

If parent/carers choose to park on the staff car park at the rear of the school, you must use the pedestrian gate at the side of the Gym.

PLEASE NOTE THIS GATE IS ONLY ACCESSIBLE AT TRANSPORT TIMES AND IS LOCKED AT ALL OTHER TIMES. IF YOU NEED TO VISIT THE SCHOOL OUTSIDE OF TRANSPORT TIMES, PLEASE USE THE MAIN VEHICLE AND PEDESTRIAN GATES AT THE TOP OF THE DRIVEWAY AND REPORT TO RECEPTION.

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MORNING

- **Do not arrive at school earlier than 8.40am.**
- Vehicles to park if bays are available in front of the school.
- If no bays are available, vehicles to **queue** behind the **Pedestrian/Zebra crossing, as far left as possible.**
- Once a bay becomes free park within the lines.
- Class staff will come to vehicles and bring students 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

- **Do not arrive at school earlier than 2.50pm.**
- Vehicles to park if bays available in front of the school.
- If no bays are available, vehicles to **queue** behind the **Pedestrian/Zebra crossing.**
- A member of the **Senior Leadership Team** and the **Transport Co-ordinator** will direct you into the next available bay after **2.55pm.**
- **We cannot reserve spaces for certain vehicles.** If your vehicle requires wheelchair ramp access, please inform the Transport Co-ordinator who will arrange for other vehicles to park accordingly.
- Staff will bring pupils out to vehicles.