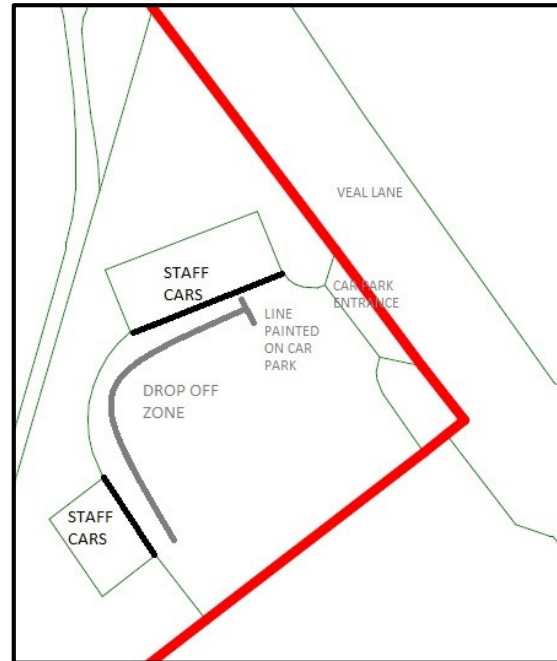


School car park procedure for morning drop-off

The current procedure was developed with County Health and Safety Officers to make drop off as safe and straightforward as possible but its success entirely depends on everyone's cooperation and compliance. As a reminder, the car park procedure is as follows:

- Staff cars will be parked in bays shown on the plan to create areas where there is no movement of cars.
- A one-way system is in operation.
- Children should only exit their cars in the "drop off" zone as shown on plan.
- Parents waiting in cars outside the 'drop off' zone should keep children in the cars and then pull up in line without overtaking.
- The first car should pull up to the line and other cars follow. This should enable more cars to be able to drop off at the same time.
- When stopping and dropping we advise that children exit cars on the left hand side and walk onto the nearest pavement.
- No cars should be parked in the lane between the main road and the entrance to the car park.
- If parking in the available spaces in the car park, cars should be reversed into spaces as this gives better visibility.
- Only very quick messages to be passed to staff on duty in the car park.
- Children can be dropped between 8:45 – 9:00 and a teacher needs to be on duty in the car park before children are dropped off. **(Please note: staff parking their cars before 8:45 and walking down the path are not on duty).** The member of staff on duty will be wearing a fluorescent jacket.



Thank you for your cooperation.