

School Drive Procedures

Ensuring the children's safety at drop off and pick up times.

In most schools pick up and drop off times can be problematic, and Mont Nicolle is no exception. The drive and car park are simply not big enough for all of the cars trying to use them at peak times.

Our primary objective when managing the drive is the safety of the children. Our procedures are always driven by this. If any situation puts a child in danger, we will always intervene to protect the children.

We recognise that during drop off and pick up times, parents and carers are busy—needing to get to work, drop off siblings at other schools, and after school, needing to get children to clubs or appointments. However, none of these can compromise safety.

We keep records of dangerous driving and work in partnership with the Police to reduce any danger to the children. Our drive is private property and so if our records indicate someone's driving behaviour has repeatedly posed a danger to children, we may ask them not to bring their car onto the school property.

In the morning, the queue is always far shorter at 8:30 than 8:40, so if you are in a rush, aim to get here a little earlier!

After school, apart from parents collecting Nursery and Reception children, or exceptional circumstances, **no one** else is allowed to arrive before 2:45pm. You can further reduce your waiting time by not arriving before 2:55pm. Provided you have collected your child by 3:15, you are NOT late.

If you need to come in to school to see one of us at the beginning or end of day, please feel free to park in the car park if there is a space. If you just need to pass on a message, it may be easier to email or to telephone the office.

We thank you in advance for your support and patience.
Mrs Lisa Paul,
Headteacher

Arriving by car– general rules

Children should be dropped off and picked up from the yellow cross-hatched area in front of the school.

Please do not stop on this yellow strip, but alongside it.

Please teach your child how to do/undo their own seatbelt and door independently—watch out for the bollards!

It is far safer if children leave the car from the passenger side, so they can exit straight onto the pavement. If they need to exit on the road side, escort them to the pavement.

All drivers should wait in their cars and move down the drive as space becomes available.

Cars should never be left unattended on the drive before 8:45am or after 2:45pm.

When one line of cars departs from the cross hatched area the next few cars should move as far down as possible to fill the entire area. At pick up time, staff will try to predict where you will stop and position children accordingly.

Please do not try to jump the queue by asking children to walk up the hill or to wait at the bus stop, we do not allow this because there is no one to supervise your child here.

Please do not take short cuts by turning your car on the drive, be patient and follow the drive around.

Please do not park on Mont Nicolle hill, as our neighbours will call the Honoraries, who will book you.

Picking up on Foot or catching the Bus

When walking down the drive, please always use the pavements and zebra crossings, and never cross the roads.

If your child is in Year 4, 5, or 6 they can walk home or catch the bus home alone if you have written a letter to tell us this. If this only happens on certain days, please also make this clear.

Morning Drop Off

Cars should come down the drive, and follow the small loop' system NOT driving into the new car park and playground.

Only Nursery and Reception parents (until Reception children are ready to walk in independently) may use the playground for parking. Please do not use the car park as this is needed for staff. Please walk down the new steps onto the playground and

follow the safe fenced path round, rather than through the car park.

Nursery parents arriving after 8:45am can park on the drive.

A member of staff is positioned at the top of the path to the KS1 playground to ensure children enter the playground safely.

Children should not arrive before 8:25am. The bell sounds at 8:40am, registers are completed promptly at 8:45am. Children arriving in class after this are recorded as late.

End of the Day

ONLY Nursery and Reception parents may arrive before 2:45pm.

Nursery and Reception parents WITHOUT siblings in school should park in the 'short loop' so they can leave before 3pm and have minimal delays. You can overtake the queue **if it is safe to do so.**

Nursery and Reception parents WITH siblings in school should start the 'long loop' as once they have their Foundation child, they will be waiting until 3pm for the older children to come out.

Cars using the 'long loop' should come down the Drive, and then into the new playground, make a loop around the cones then follow the system round.

If you are collecting from Nursery or Reception, then waiting for older children, please leave your car in the queue, collect your Foundation child, then rejoin your car **before** 3pm, and

follow the normal system to collect older siblings.

If you need to park at the end of the school day, such as for an appointment, please use any available parking spaces. If there are no spaces, you may park just inside the new gate to the new playground, on the left side only. There are only a few spaces here, and they must be only used for this purpose.