

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.

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.