



Excellence for All

TRANSPORT PROTOCOL

A considerable number of vehicles enter and leave the site over the course of a day, particularly during morning drop off and afternoon pick up. To operate as safely and smoothly as possible, it is **vital** that all staff, parents and transport providers adhere to the following:

GENERAL

- There is a **10mph** maximum speed limit on site, but vehicles must manoeuvre at walking pace around the parking zone in front of the school.
- Everyone must ensure the flow of traffic on Cannon Lane under the railway bridge is not hindered. Therefore when leaving the site at busy times please **turn left** and come back around the roundabout at the end of the road if you need to. When entering the site from the railway bridge side, please **do not queue on the road** when entry to Elizabeth Hawkes Way is not possible. Vehicles unable to enter can carry on to the roundabout and approach from the other direction.
- All MGS staff should display an MGS parking permit in their vehicles. Action will be taken if permits are not displayed (parking ban and/or disciplinary action).
- Parking should be within designated parking bays whenever possible. If it is necessary to double-park, names, mobile numbers (and permit numbers for staff) must be left with reception. **Space for four vehicles to double park must be allowed in each bay, with the exception of SLT and the bay behind where double parking is not permitted.** All vehicles that are double-parked must be moved into a free space at 3.30pm. Only visitors should park in the visitor parking bays. **A visitor is someone who only occasionally visits the school.**
- There are ten numbered bays that may only be used by those people that have been allocated a designated parking space.
- Deliveries should be made between 7.00 - 8.15am, 9.30am – 2.30pm or after 3.30pm.
- External meetings should be held between 9.30am – 2.30pm or after 3.30pm (for parking purposes) whenever possible.
- School's own minibuses should be brought to the front of the school for collecting/dropping off students whenever possible, otherwise students should be safely escorted to/from the school minibus parking bays.
- All staff are strongly encouraged to use alternative forms of transport whenever possible, e.g. walking, public transport, cycling, etc.

MORNING DROP OFF

- For those dropping students off at school, arrival on site should be no earlier than 8.30am. Prolonged periods of time spent in vehicles is not **suitable** for the students.
- Morning drop off: school staff should be at the front of the school at 8.50am ready to collect the students from the vehicles at 8:55am.
- Staff will only wait at the front of the school for the delayed students until 9.15am. Staff should wait in the reception area to help communication with the receptionist.
- **Parents may arrive on site at 8.50am and must be off site by 9am, School transport vehicles may arrive on site from 9am for a 9.05am collection.**

AFTERNOON PICK UP

- For those collecting students from school, the gates will be open from 2.30pm.
- **Afternoon pick up is split into three pick up times, The Link students at 2.30pm, followed by parents of Manor Green students at 3.00pm for a 3.05pm collection, School transport for Manor Green students at 3.10pm for a 3.15pm collection.**

- Please do not arrive earlier than the designated time. You will not be allowed on site and asked to return.
- Students will be brought out to vehicles by school staff in the normal way.
- Afternoon pick up: escorts should collect the students from the school staff.

SCHOOL CROSSING PATROL

- There is a school crossing patrol in force on the crossings during morning drop off and afternoon pick up. This is in place to ensure the safety of all persons on site during this busy period and also to help the flow of traffic.
- It is important that all staff, parents and transport personnel adhere to the instructions/signals given by the school crossing patrol.

COMMUNICATION

- Transport/parents must communicate with school reception by 9.10am if they are going to be late arriving at school for drop-off or pick-up
- Frequent prompts and reminders regarding the protocol will be issued to all parties

SUPERVISION

- School staff are responsible for supervising the students whilst they wait outside the front of the school. This includes ensuring everyone adheres to the 'mind the gap' area.
- The Facilities' team will provide traffic management during morning drop-off and afternoon pick-up, it is important that staff, parents and transport vehicles adhere to instructions given by site staff, as this is for safety reasons.

Manor Green School operates a zero tolerance policy on verbal abuse of staff or other visitors and reserves the right to ban repeat offenders from the site. All inappropriate behaviour should be reported to the Headteacher.

Updates are highlighted in yellow