

## Belmont School Transport Protocol 2022-23

Thank you to all drivers for their support as we develop the best system for drop off and pick up. Our system is working well, but we always welcome further feedback for improvement.

**Purpose: To ensure the safety of pupils during arrival and departure from school.**

To all people dropping off and collecting Belmont pupils, please note the following points:

- The maximum speed limit onsite is **5 MPH**.
- DO NOT park on the left-hand side of the main driveway on entry to the school as this blocks entry to and exit from the school.
- DO NOT enter the turning circle unless there is an available safe place to park (centre island is for staff parking only).
- DO NOT double park please.
- Park safely and responsibly near a kerb (children must only exit onto a pavement or safe area, not onto the road).
- Turn off engines when parked.

### MORNING DROP OFF

- If a member of staff is not on duty to receive any pupil at the beginning of the school day, please ensure that you accompany any late arrivals to reception at the school office to be registered.

### AFTERNOON COLLECTION

- **DO NOT arrive in the afternoon before 2.30pm**
  - Primary and Mixed drivers should arrive between 2.30pm and 2.35pm and be in position by 2.40pm (mixed vehicles in front of the lower school)
  - All mini buses must reverse into position guided by the support driver of the vehicle.
  - **No vehicles are permitted to 'reverse' after 2.40pm** as children are departing. If drivers arrive slightly late after 2.40pm please collect the children from the turning circle.

### **PUPILS MUST:**

- Walk on the pathways and get into their transport at the kerb side.
- Be collected where they can be seen by the duty staff – NOT, for example, by the school main gates.

### **PUPILS MUST NOT:**

- Leave their transport before the bell has sounded (at 8.40am when staff are present).
- Walk between cars (even with an escort or parent).

If any drivers have any safeguarding concerns please ask to speak to Kevin Day or Rachel Carroll at the first opportunity.

Please be patient and courteous to all drivers, pedestrians and Belmont staff.

***Thank you for your co-operation.***

***Kevin Day***

***Headteacher and Designated Safeguarding Lead***

