

# Belmont School Transport Protocol 2024-25

Thank you to all drivers who have supported us in the past as we develop the safest system for drop off and pick up. We are committed to continue review so please do feedback. Below is how we start this year.....

**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 and exit to and from the school
- DO NOT enter the turning circle unless there is an available safe place to park (centre island is for visitor parking only)
- DO NOT double park please
- Park safely and responsibly near a kerb (children using the main area at the front of school must only exit onto a pavement or safe area, not onto the road).
- All drivers to 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 to be registered.
- All children must remain in the vehicle until the morning bell sounds or staff ask for the child.

## AFTERNOON COLLECTION

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

