



## St. Catherine of Siena Catholic Primary School

### Driveway Policy – St. Catherine of Siena School

2017-2018

After careful consideration of the Health and Safety implications, it has been decided to allow parents to use the driveway only in the mornings to drop off their child/children.

Disabled badge holders, or temporary St. Catherine's badge holders, are permitted to use the driveway for access at the beginning and end of the day.

Should exceptional circumstances require you to access the school by vehicle, please contact the school office and a temporary St. Catherine's permit may be granted, by a member of the Senior Leadership Team.

**The safety of all children is paramount. Please adhere to the following rules when on school grounds.**

1. No scooters or bikes to be ridden on school grounds. There are scooter racks available for storage. (Please note these should be locked securely as they will be left at the owners' own risk).
2. No dogs (except for guide dogs) to be brought on to the school grounds.
3. Parents should be aware that children dropped off early will be unsupervised before school begins at 8.45 am.
4. After children are dismissed at 3.30 pm, they are the responsibility of their parents or carers. Please note that the driveway is still open for vehicular access and therefore children should be carefully supervised and only walk on the path.

**For the safety of all children and the school community, the driveway is to be used as follows:**

#### AM

1. Driveway monitors will escort KS1 pupils onto the playground (between 8.30 and 8.45 am – again this will be unsupervised) or to their classroom (from 8.45 to 8.55 am). All children are to walk along the pathway and on to the playground.
2. Cars must wait at the 'STOP' point and not enter the 'Keep Clear' area. When all bays are free, the first car in line should proceed to Bay 1, allowing any queued vehicles to fill up remaining bays in order (Bays 1-10). Do not leave any gaps.
3. After children have exited the vehicles, all cars should vacate the roundabout. The roundabout must be clear before the next set of queuing cars move past the 'STOP' sign. When all bays are free again, the first queuing car should proceed to Bay 1.
4. Cars are not permitted to overtake on the roundabout or leave ahead of vehicles in bays in front of them.

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5. Please note, children should exit vehicles swiftly and safely, immediately moving onto the pathway marked with the 'walking man' symbol. Wherever possible (Years 2-6), adults should remain in their cars.

This procedure applies at all time (i.e. bays should be filled from Bay 1 onwards).

The process for collecting children and use of the driveway afterschool is unchanged.

No cars are to park in the staff car park or drop off children in this area.

**No cars are to stop or park anywhere on the driveway, including on yellow lines or in the first or second pull- in of the driveway.**

Classroom doors are opened at 8.45 am every morning, with the school day officially starting at 8.55 am.

### PM

1. No access to driveway (except for vehicles with disabled or school badges).
2. The gate from the A405 will be opened at 3.20 pm.
3. Parents may walk children to and from school or park their cars in other legal areas off the school site. The school accepts no responsibility for issues arising as a result of parents parking off-site.

The school day officially ends at 3.30 pm Monday to Thursday and 1.30 pm Friday.

Parents who are dropping off or collecting children from Early Birds or Night Owls are permitted to use the driveway.

Please see our Late Collection Policy for further details regarding the collection of children from school.

### Disabled Parking

The disabled bays have been moved to the staff carpark - away from where children are walking/crossing. These may be used at any time by those displaying a 'Blue badge' (or temporary school pass).

Please help us to make the system work for you! All parents must keep to this agreed method of dropping off and collecting children. If any parent disregards the system, they will be given a verbal warning, followed by a written warning and if the issue continues, they will be contacted by the Head teacher and informed that they are no longer permitted to bring a car on to school premises.

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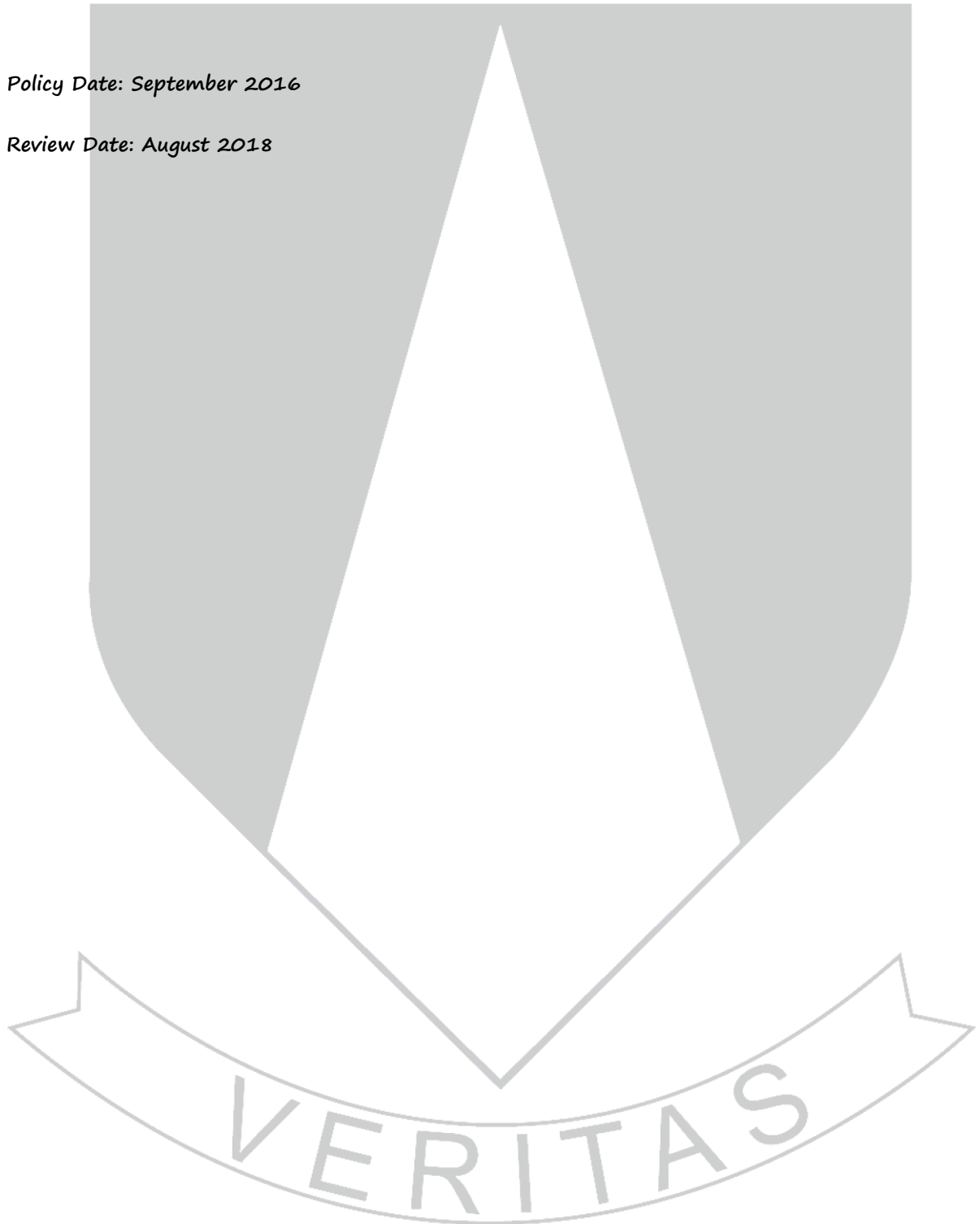


## *St. Catherine of Siena Catholic Primary School*

*Finally, we expect you to treat all members of staff with respect, including whilst they are enforcing this policy. Abusive language, aggressive manner or other unacceptable conduct will not be tolerated and may result in an immediate ban for the offender from the school grounds.*

*Policy Date: September 2016*

*Review Date: August 2018*



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