

## Belmont School Transport Protocol 2018

**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 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 staff parking only)
- DO NOT double park
- Park safely and responsibly near a kerb
- Turn off engines when parked
- 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
- DO NOT arrive in the afternoon before 2.30pm
- Minibuses must park in front of the lower school and reverse into position guided by the support driver of the vehicle (space for the first 5 minibuses). Additional minibus parking is situated on the opposite side of the turning circle (away from reception). Please can drivers of taxi's avoid these areas when parking.

### 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)
- Walk across the grass in the turning circle
- Walk between cars even with an escort

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

Thank you for your co-operation.

Kevin Day  
Head Teacher

September 2018