



TO ALL PARENTS, DRIVERS & PASSENGER ASSISTANTS

Dear All,

GUIDELINES FOR MINIBUSES AND CARS PLEASE READ TO ENSURE SAFETY FOR OUR CHILDREN AND YOURSELVES

- Vehicles should park in three lanes at the immediate entrance and four lanes by the Chestnut Centre. **Please fill up the spaces in front of the Chestnut Centre first then as far around the roundabout as possible.** If gaps are left in the parking of buses around the roundabout some buses will not be able to get in to park which is very dangerous. (There are no exceptions for any buses unless prior authorisation has been given). **Always** park in the general direction of the roundabout i.e. clockwise around it. Families to park in the disabled spaces or at the side of school/layby/spaces down by the side of the pool or gravel car park.
- Only buses/cars/taxis who have one child on board may park in the bus lay-by. You must park in one line nearest to the hedge leaving the exit space large enough for a bus to get through at either end.
- **NO** pupil will be allowed in school, unless arrangements have previously been agreed, until the bell goes at 9.00a.m. This applies to pupils arriving with parents and pupils travelling on minibuses. You may arrive earlier than this, **but do not unload pupils before the 9.00a.m. bell.** Bus doors must remain closed and pupils should continue to wear a seatbelt and wheelchair clamps should be left on until the bell goes. Any equipment e.g. standing frames must remain on the bus until the bell goes. This ruling is for health and safety reasons. If the fire bell rings in school before or at 9.00a.m. all school staff will congregate outside school and buses and cars must move from the front of school to the Crown Pub overflow carpark or another safe place within the vicinity of school – hence buses/cars must be ready to leave the front of school immediately. Children are the responsibility of parents/carers/PA's/Drivers prior to 9.00a.m.
- **NO** vehicles should reverse once the pupils have started to offload their vehicle at 9.00am and at the end of the day at 3.30p.m. and drivers should be aware that pupils will now be leaving via the Chestnut Centre. **In an emergency** vehicles may reverse – but **only** if the Passenger Assistant is on hand to guide the driver at the rear of the vehicle. Reversing in high side vehicles is particularly dangerous because pupils in wheelchairs, young pupils etc. are not visible behind these vehicles.
- Can we please ask that whilst on Chadsgrove School premises you uphold the values of respect and tolerance to all.
- In the event of a fire/severe weather conditions either in the morning or afternoon before you arrive, can you please ensure that your company details are up to date with school so that we can

contact you. If you arrive, we suggest that you find a suitable place to park within the vicinity of school whilst we investigate and provide further guidance.

Our rules are stringent to maximise safety for the pupils of Chadsgrove School. I know that the pupils will be your priority as they are ours. Should there be an emergency in school once you have arrived e.g. a fire, the buses would have to leave the front car park immediately so school staff can exit the building. The only way we can guarantee everyone's safety is by following these guidelines.

There are some reminders about the pupils safety. Failure to comply with these rules will result in referral to the County Council.

- a. Don't lift pupils up and down the front steps – use the lift. If a pupil can use the steps with just a little help make sure someone stands nearest the ground to assist him/her on or off the minibus.
- b. Ensure that all the pupils are restrained properly in seat belts, or harnesses or their wheelchairs are correctly fixed with an additional independent passenger restraint appropriately fitted.
- c. Only the driver or Passenger Assistant should operate the lift or push wheelchairs in or out of school.
- d. Pupils must **NEVER** be left unattended whilst buses are being loaded/unloaded. Please do not leave pupils outside the bus in bad weather whilst others are being unloaded. Tail lifts and doors can be put away/closed after the pupils are in school at the end of the unloading as opposed to being done whilst the pupils are waiting to be taken into school.
- e. Please keep your lists of emergency phone numbers and routes updated and let the office have any changes.
- f. Please switch off your engine whilst loading/unloading pupils.
- g. Smoking is not allowed anywhere on the school premises at any time (this includes the roundabout area!) as our pupils are particularly susceptible to asthma and breathing problems.
- h. Pupils with epilepsy: A list is available from the school office. It is your responsibility to be aware of pupils who may be at risk. Liz Morgan will be happy to chat with you if you have any concerns. Also, the parents of the child will be able to help with information about epilepsy which is, thankfully, a rare event, on the minibuses.
- i. The giving of gifts, sweets, chocolate or biscuits etc. is not permitted. This is best avoided because of allergies, diets, and the risk of a pupil choking.
- j. Please do not hug or kiss the pupils.
- k. Pupils should be ready for the minibuses in the morning. Exceptionally, you may need to wait for 1 or 2 minutes. If a particular pupil is frequently not ready, please could the Passenger Assistant have a quiet word with the parents, and if the situation is still not resolved then let me know.
- l. Thank you for your help with passing on Newsletters etc. to parents/carers. This is much appreciated. If a pupil is away on a particular day just put his/her name on the item and give it to the parents when they return. If it is a long absence, hand it to the office and we will deal with it. Please note that the Home/School Diary is for parents to read only.

Please contact me if there are any queries or problems about transport arrangements. You know I will do all I can to assist.

Thank you all for your help in these matters.

Yours sincerely,

Deb Rattley

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Headteacher