

# TRAVEL AND TRANSPORT PLAN

*We are hugely fortunate and very grateful for the on-going support and goodwill from the Trustees of Colwall Village Hall in offering excellent arrangements for travel to and from school. It is vital that this plan is read, understood, agreed and adhered to by the whole community in order to ensure the safety of the children at all times. Our neighbours must be considered and respected to maintain safe and healthy working relationships.*

**THE SCHOOL GATE WILL OPEN AT 8.35am EACH MORNING  
CHILDREN MUST NOT ARRIVE BEFORE THIS TIME.**

**All children will enter school through Gate 2 each morning and will make their way round to the playground at the back of the building. Adults will be on duty from 8.35am**

## WALKING, CYCLING, SCOOTING OR SKATEBOARDING TO SCHOOL

Families are very much encouraged to use these methods of transport! There are two paths to access the school – pedestrians must not walk through the Village Hall Car Park. Children are encouraged to use this method of transport and there are secure bike/scooter racks on the school site. **Children must not cycle or scoot on The Plaza to ensure the safety of everyone**

**Path A** begins on Walwyn Road to the left-hand side of the Thai Rama Restaurant. The path is away from the main road and runs alongside the school boundary.

**Path B** begins on Mill Lane to the right-hand side of the Village Hall.

The two paths meet and merge into one path which leads onto The Plaza (the area outside of school) and entrances. These paths are not part of our school grounds and therefore no responsibility can be taken by the school for children using these paths. These paths are not supervised by staff. The safety of pedestrians using these paths will be reviewed on a regular basis

## STAFF/VISITOR CAR PARK

The **Staff/Visitor Car Park** has an electronic barrier with a buzzer. Parents must not use this car park before, during or after school. It is reserved for staff and visitors only.

Parents with a Blue Disabled Badge will be permitted to use the Staff Car Park. Please contact the office if you feel your circumstances deem this necessary.

## USE OF THE VILLAGE HALL CAR PARK

Colwall Village Hall Trustees kindly allow us to access their car park at certain times. It is necessary for this arrangement to be flexible and there will be times when this will not be permitted. If there is an event in the Village Hall, parents will be notified as soon as possible and will need to find alternative arrangements on that day. The car park is in constant use and vehicles must not block the emergency access in the passageway between the Village Hall and the Scout Hut.

**USE OF THE VILLAGE HALL CAR PARK IS ENTIRELY AT YOUR OWN RISK.**

**It is a one-way system with a speed restriction of 5mph.**

**PLEASE DO NOT LEAVE ENGINES RUNNING WHILST PARKED.**

Please be aware that permission for the school community can be withdrawn if systems and processes are not followed or impact on the efficient running of the Village Hall. We are very fortunate to have such an agreement in place and don't want to lose it!

**Parents of children at Colwall Pre-School are permitted to park in the Village Hall Car Park for both drop off and collection. We ask that these parents reverse into spaces on the left hand side of the car park.**



## **MORNING DROP OFF**

From 8.35am parents may use the in the Village Hall car park to drive in and drop off. We call this system 'kiss and drop' and requires cars to stop at one of the two wooden gates where the children get out of the car. To ensure that the traffic flows and does not back up onto Mill Lane it is vital that this is a swift drop off and does not involve putting on coats, sorting out bags etc. It is simply kiss, drop and go!

There are two gates leading from the car park to the school entrance. This area will be supervised by a member of staff each morning.

## **SCHOOL PARENTS ARE NOT PERMITTED TO PARK ANYWHERE IN THE VILLAGE HALL CAR PARK IN THE MORNING DURING SCHOOL DROP OFF (8.35 – 9.00am).**

Older children (KS2 only) could be dropped off by the Thai Rama Restaurant and walk along **Path A**, if parents feel it is safe and appropriate to give their child this responsibility. If you wish to park and accompany your child to the school entrance you are not permitted to use the car park. You will need to park elsewhere and walk along **Path A** or **B**.

**There must be absolutely no parking at any time anywhere in Mill Lane, including the parking bay outside the Village Hall, as this will cause congestion and put pedestrians at risk.**

## **LATE ARRIVALS**

The children are collected from the playground by staff and are in school ready to start the day at 8.50am

After this time, when **Gate 2** is shut, children must be signed in to the late book by an adult.

We appreciate that on occasions there are circumstances which affect your ability to get your child to school on time. This should be very rare, as late arrivals impact on the calm start to the day and disrupt the learning of others.

## **DURING THE SCHOOL DAY**

If you are visiting school during the day you may park in the Village Hall Car Park for the duration of your visit. Please use the side nearest the staff car park.

## **SCHOOL PICK UP**

Cars may park in the Village Hall Car Park from, but not before, 3.15pm on school days.

**PLEASE REVERSE INTO A SPACE SO THAT YOU HAVE GOOD VISIBILITY WHEN LEAVING.**

The area in front of the school is called The Plaza and has been designed as a safe waiting area for parents. Staff will dismiss the children from the school gates/Hall doors.

Parents must not use these gates to gain access to school. Please use the Main Entrance and sign in as all visitors must wear a visitor's badge.

It is absolutely vital that children are accompanied to cars as the car park is a busy and potentially hazardous place between 3.25 and 4.00pm.

You may prefer to park elsewhere and walk to pick up your child using **Path A** or **B**.

Cycling, scooting and skateboarding are not permitted in the car park or on The Plaza.

## **EARLYBIRDS, AFTER SCHOOL CLUBS AND NIGHTINGALES**

You may park in the Village Hall Car Park when bringing your child to Earlybirds. Early birds enter school through the **Hall Door**. Breakfast is served between 7.30 and 8.15am.

You may also use the car park when picking up from after school clubs and Nightingales. Staff will dismiss the children from the Main Entrance after clubs. Before 4.30pm please use the **Main Entrance** to collect Nightingales. After 4.30pm please use the **Hall Door**.

## **EVENING EVENTS**

During evening events (eg Progress Meetings, Concerts etc) the barrier will be raised in the staff car park for parents to use in addition to the Village Hall. The Village Hall may also use the staff car park in the evenings and at weekends if required.

Please contact Mrs Webb if you have any questions or require clarification.

***KEEPING OUR CHILDREN SAFE IS EVERYONE'S BUSINESS***



# TRAVEL AND TRANSPORT AGREEMENT

Name of child/ren \_\_\_\_\_ Year Groups \_\_\_\_\_

Please share our Travel and Transport Plan with members of your wider family and friends who may be involved in bringing your child to and collecting from school.

We would be grateful if you would regularly reinforce the plan at home with your child.

As a school, we will ensure that the children are familiar with and understand the reasons behind the requirements of the plan.

I/We have read the Travel and Transport Plan and commit to adhering to all aspects in order to ensure the safety of the children and maintain good relationships with the community.

Signed

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

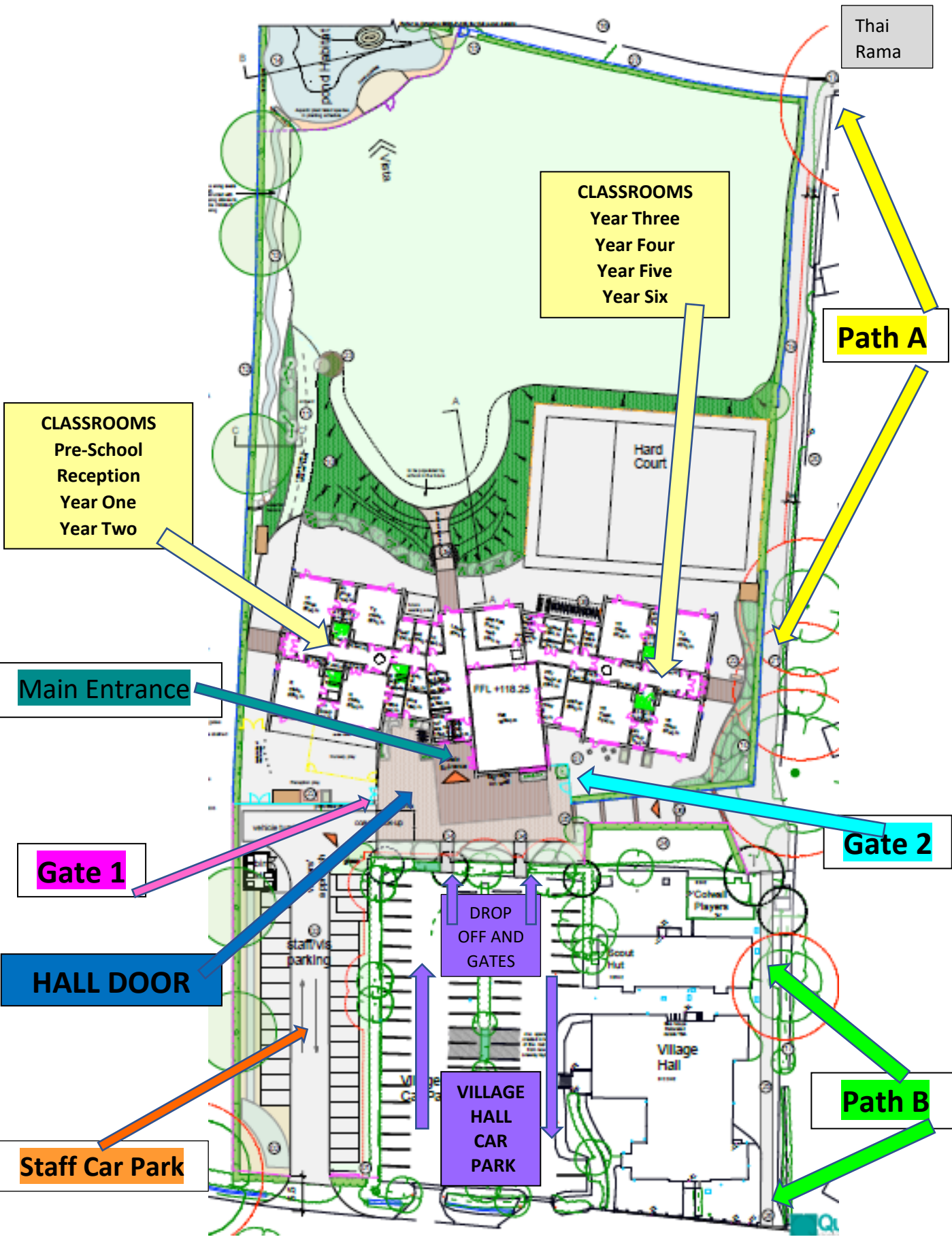
Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your cooperation, respect and patience regarding this important issue. Please return the attached Travel and Transport Agreement by Friday 4<sup>th</sup> September 2020

# COLWALL C OF E PRIMARY SCHOOL



NO PARKING

MILL LANE

NO PARKING