

Spalding High School.

Spalding High School Arrival and Departure Plan and Transport Management Plan.

September 2023



Spalding High School actively encourages students, staff and visitors to walk, ride or scoot to school rather than use vehicles. Those doing so, should use the local network of cycle routes and footpaths where appropriate and possible to do so. However, given our semi-rural location and large catchment area, significant numbers of students, staff and visitors need to use vehicular transport. The systems explained in this plan are reviewed regularly and in the case of Designated School Buses, with direction from the LCC Transport Team.

Issue to be considered:	Measures:	Notes:
ARRIVAL AND DEPARTURE:		
Travelling to and from School, and around the site.	<ul style="list-style-type: none"> All pedestrians and cyclists/scooter riders should observe the Highway Code and general rules of good manners. Students should remain vigilant at all times on their journey, have their headphones low enough to hear external noise and ensure they are not distracted by their phones. Once on site, students must continue to be vigilant of moving vehicles and use the driveway pedestrian crossings. Students should pay attention when walking around site and not have earphones in/on nor be distracted by phones. All phones must be switched off and in bags by the time students enter the green gates in the morning. ALL students, staff and visitors to the School must observe the “in” and “out” one-way system on the front drive and the in/out route ways around the school buildings. 	Regular reminders given via FT, in assemblies and newsletters etc.
Vehicles using the front drive between 8.30-8.55am and 3.45-4pm	<ul style="list-style-type: none"> No vehicles, other than designated taxis and staff cars, are to enter the front drive at these times. All vehicles are to be vigilant of pedestrians and must not exceed the 5mph speed limit. Vehicles (other than the emergency services) are not to park on the yellow hatching lines in front of reception, nor the yellow lines on the driveway. If staff need to leave before 4pm, they are to park in the Matmore Car Park. No cars will be permitted to leave the front drive (other than taxis) whilst students are being dismissed along the drive. Student crossings are supervised by duty staff during these times. 	Should parents need to drop a child off at reception due to medical needs (e.g. a child on crutches), they should contact their Head of Year for permission. Reception area closely monitored during the day to ensure cars are not parked on the yellow lines/hatching. Breaches will be addressed.
Parent drop-offs and collections am and pm.	<ul style="list-style-type: none"> Parents should organise a suitable drop/off collection point <u>well away</u> from the School. Parents are not to drop-off/collect from either of the School car parks and are advised to show consideration for neighbours on streets around the School. By law, yellow zigzag lines outside of schools indicate the length of road where stopping, dropping off or waiting are strictly prohibited. 	Stonegate is particularly busy and hazardous between 3.30pm and 4pm due to nineteen school buses collecting some 500 students, whilst the other 500 leave on foot. Duty staff speak to parents if guidance is breached.

	<ul style="list-style-type: none"> • The stretch of road designated as the bus zone is also restricted at the start and end of the school day in order for the designated transport to park and disembark/board safely. • Students are reminded regularly to be vigilant of traffic and not be distracted by each other, wearing earphones or by phones. • When students disembark/board the school buses they should be vigilant of other pavement users and if necessary step to one side or walk in single file. • There are further traffic and parking restrictions at certain times of the day around the school zones in this area. Those doing the school run should observe the street signs. 	Regular reminders given via FT and in assemblies and newsletters etc.
Staff Parking	<ul style="list-style-type: none"> • Cars are not to exceed 5mph and must be vigilant of pedestrians at all times. • Staff are to park on the front drive, Tech car park or Matmore car park, within the designated marked bays and not on the grass or yellow lines. • If staff open the green traffic gate, they are to shut it after them. • Staff are to ensure the Matmore pedestrian gate is shut behind them. • Staff parking in Matmore are the central bays. The perimeter bays are for 6th form. • The gate PINs are not to be disclosed. • Vehicle details are to be provided to the Head's PA & updated if they change. 	Reminders given via staff briefings and breaches addressed.
Student Parking	<ul style="list-style-type: none"> • Cars/scooters are not to exceed 5mph and must be vigilant of pedestrians at all times. • Sixth form students may park cars in the perimeter bays in Matmore car park, within the designated marked bays but not on the grass or yellow lines. • Scooters may be parked in the bays by the side hall doors. • Sixth form are to ensure the Matmore pedestrian gate is shut behind them. • The gate PINs are not to be disclosed. • The residential streets around the School are very congested. If students park on these streets, they are to be considerate of our neighbours. • Vehicle details are to be given to the Head of Sixth Form/HOY 11 & updated if they change. 	Reminders given via staff briefings and breaches addressed.
Disabled Parking/ Visitor Parking	There are two visitor/disabled bays on the front driveway opposite reception and one disabled bay in the Matmore car park next to the pedestrian gate.	Visitor and disabled bays clearly marked.
Parent Parking	<ul style="list-style-type: none"> • Parents are not to bring cars on site between 8.30-8.55am and 3.45-4pm. Exemption is given for students on crutches – parents must speak to the HOY first. • Parents collecting students for appointments/or an individual meeting with a member of staff during the school day, should park in the visitor bays opposite reception and not the yellow hatching. Cars on site must not exceed 5mph. • Parents attending evening events should park away from the site in one of the designated town car parks. • The residential streets around school are very congested. If parents do park on these streets, please be considerate to our neighbours. 	<p>Regular reminders given via School Bulletin and letters for events.</p> <p>For some evening events, parents are notified by the Head's letter if they may park on site.</p>

Student Arrival (am) by bus/taxi	<ul style="list-style-type: none"> • Buses/taxis arrive at times agreed by LCC Transport to avoid congestion. • Buses arrive in the loading area on Stonegate and students disembark accordingly. • Students should come straight into school. • Pedestrians use the front pedestrian gate, footpath and zebra crossing and then enter the School via the green gates. • Staff are on duty to monitor and supervise the gate from 8.20am. 	Bus arrival is distributed over a 30-minute period resulting in less congestion. Students permitted to enter onto the drive if under supervision of SLT and no vehicles present.
Cyclists/scooters	<ul style="list-style-type: none"> • ALL cyclists/scooter riders must wear a suitable helmet when riding their bike/scooter to and from school. Hi-Viz bands are strongly advised. • Y7-11 Cyclists/scooter riders should arrive and leave via the main front drive gate and dismount as they arrive through the gate. They should walk their bike/scooter around to the bike racks between R21 and the Performing Arts Block or the School Hall. • Cyclists/Scooter riders may leave via the Matmore Gate exit on foot & mount once off site. • Sixth Form and staff cyclists may park their bikes at the bike rack in front of reception. 	
Early student arrivals 8am – 8.20am	<ul style="list-style-type: none"> • ALL students (inc. sixth form) who arrive between 8-8.20am should enter the site via the main front reception doors and sanitise as they arrive. • Y7-Y11 should wait in the canteen until the 8.20am bell and then go to their form room. • Sixth Form may go to the common room or study room until the 8.20am bell goes and then they may go to their form room (if they prefer) unless it is a lab. 	
Students arriving on foot 8.20am onwards	<ul style="list-style-type: none"> • Students arriving on foot should follow the Highway Code and be vigilant of other road and path users. Where possible, the safe route to school paths and crossings should be used. • Students arriving on foot must use the front gate pedestrian entrance, pathway and crossing through the green gates and use sanitiser on arrival. The gate is supervised from 8.20am. • Providing the 8.20am bell has gone, students may go straight to their form room. 	Staff on duty at pedestrian gates and front gates each morning (from 8.20am) and around the site from 8.40am. High staff presence around site from earlier than 8.40am as staff in dept areas.
Student dismissal at end of day	<ul style="list-style-type: none"> • 3.40pm bell marks end of lessons not the end of the day. Students to visit lockers and organise themselves for the end of the day (second bell at 3.45pm). • No student is to leave site on the first bell but bus students make their way to the court. • 3.45pm bell – all students may leave site and bus dismissal will begin. 	
Students loading onto the school buses. Being hit by vehicle/ pushing/ buses overtaking stationary vehicles.	<p>1st person at front calls the first four buses in reverse loading order. Queues are loaded one at a time from the crossing (sanitiser provided) to the rear bus first. Students kept well back on pathway. No SHS student (inc. 6th Form) should be waiting at the front of the School for a bus.</p> <p>The person on duty at the 'out' drive:</p> <ul style="list-style-type: none"> • Stops the front bus in the correct loading place • Supervises appropriate conduct as students walk along pathway • Ensures all four buses load appropriately • Check with court staff that all students have left the court. 	<p>Safe system established in collaboration with LCC Transport.</p> <p>Monitored to ensure no rushing or congestion by duty staff and SLT.</p> <p>Liaison with other school SLT re their students if behaviour is poor.</p>
Students loading onto bus.	<p>Queues loaded one at a time from the crossing to the rear bus first. Students kept well back on pathway.</p> <p>The person at the 'In' drive is to:</p>	System established in collaboration with LCC Transport dept.

Being hit by vehicle/ pushing/ buses overtaking stationary vehicles. Pedestrians on footpath Vehicles trying to get onto front drive between 3.45pm and 4pm	<ul style="list-style-type: none"> Walk along Stonegate and collect the next four number buses furthest down Stonegate to nearest to gate Radio numbers to courts in the order of loading (furthest to nearest) Assist with supervision, dismissal and loading Ensure buses do not block the drive Control incoming/outgoing traffic Stop students walking out the vehicular gate 	<p>Pedestrian exit explained to Y7 in September each year.</p> <p>Monitored at front and rear gates to ensure no rushing or congestion by duty staff and SLT.</p> <p>Liaison with other school SLT if behaviour is poor.</p>
Bus dismissal - Pathway and crossing drive.	Students follow the Biology footpath towards the exit gate and are met by a member of staff who supervises the crossing of the drive at the pedestrian crossing and onto the public pathway.	This section of the drive is a yellow line zone. Any vehicle on drive stopped by duty staff.
Late buses	<ul style="list-style-type: none"> Staff assist with arrival and dismissal and loading of buses at the start and end of the day and so will supervise/deal with late buses. SLT and duty staff radio in with reception if buses are late due to delays or breakdown. Children remain under supervision with SLT. Communication between bus companies/reception to notify of delays. If very late or poor weather, students are brought into the canteen. 	<p>Contact is made with the bus company for notification of arrival and/or call parents if cancelled.</p> <p>Students under supervision in school until collection.</p> <p>School to notify LCC.</p>
Buses breaking protocol (e.g. overtaking)	Staff ensure all four buses load appropriately with SLT support. Issues reported to bus company and LCC Transport Team.	
Bus dismissal - congestion entering court and using the sports hall pathway.	Y8-11 enter the courts from the Sports Hall Gate only. Y7 and the Sixth Form enter the court from the Performing Arts Gate. Once all students are in the court, a one-way system is enforced and the PA Gate becomes the "out" gate.	System is closely monitored and enforced by duty staff and SLT.
Congestion at the front of the court/trip hazard as queues dismissed.	Staff enforce the marker line not to come forward of edge of basketball hoops/blue line. Students line up, in sensible, well ordered lines in front of their bus number.	System is closely monitored and enforced by duty staff and SLT.
Queues dismissed too quickly/congestion on exit and biology pathway	Students to listen carefully to the duty staff who call buses by number. Buses will load in order of furthest bus first (i.e. the back bus first, third bus, second etc.) Duty staff dismiss one line at a time (in reverse order). Movement to and through PA Gate monitored to ensure no rushing or congestion by duty staff and SLT.	System is closely monitored and enforced by duty staff and SLT.
Biology pathway – congestion, vegetation and moss growth.	When a bus is called, students proceed to the PA Gate and follow the Biology pathway along the side of the science labs. Vegetation and moss cleared regularly.	Pathway assessed daily by duty staff (SLT) closing gate and monthly as part of H&S tour.
Student missing the bus	<ul style="list-style-type: none"> Students must go to the court as quickly as possible at the end of the day, even if their bus is one of the later departing ones. If your queue looks to have left, notify the duty staff as quickly as possible. Court duty staff do multiple calls and checks. Front duty staff check with court staff that all students have left the court. 	<p>Children usually tell us if friends are missing. Walkie talkie contact between staff and reception if children delayed. Contact with bus company – who come back if they can. If not, reception organises parental collection.</p>
Wet weather	<ul style="list-style-type: none"> In very wet weather, a message is sent via staff to assemble in the Sports Hall or Hall. 	SIMs notification to line up in hall.

(very wet not drizzle)	<ul style="list-style-type: none"> Students to follow the instructions of the duty staff/ SLT. Students line up in the Hall and exit via the Hall side doors, onto the drive, across the crossing and out the pedestrian gate. Students supervised at the zebra crossing and front drive. The buses will be loaded front to back. In the Sports Hall, students are to enter by any of the three doors, join their queue and wait for dismissal, which will be around the PA Block and onto the Biology pathway as normal. 	<p>“All hands on deck” alert to staff. Hall/Sports Hall supervised by SLT.</p> <p>Crossings at zebra and front drive supervised by SLT and staff.</p>
Poor behaviour/safeguarding or serious incident on LA Designated School bus	<ul style="list-style-type: none"> Students spoken to at induction and regularly thereafter about conduct on journeys to and from school (including on the bus). Where there are problems, students/parents usually report the incident to the School and the matter is investigated and dealt with. There is also an LCC Transport Team proforma for reporting issues which can be sent directly to the Transport Team The School will report all serious incidents to the Transport Team who contact and liaise where applicable with the bus company. Where the bus is a privately contracted bus, parents should notify the private contractor directly. 	<p>Transport letters/prospectus to parents.</p> <p>Appropriate designation through established school systems e.g. pastoral/safeguarding or via other schools if their children involved.</p>
Bus accident	<p>If bus involved in RTA emergency services called. School Critical Incident Plan implemented and LCC Transport Team informed immediately.</p>	<p>Multi-agency work on MAD re safe transport. PSHCE lessons and assemblies.</p>
Pedestrian/Cyclist accident	<ul style="list-style-type: none"> Students briefed regarding the use of footpaths and zebra crossings/sensible behaviour. Students not to use driveways unless given specific permission by SLT on drive/gate duty. If accident is on site – normal first aid procedures apply. If notified of an accident close to the School, we will do all that we can to help. 	<p>Monitored by SLT and duty staff daily. The School has trained first aid staff, first aid kits, a medical room and two defibrillators, (School Reception & Fitness Reception).</p>
Dismissal from Front Lawn	<p>On certain days, we may use the front lawn for dismissal. Systems described above and followed but from the lawn not the court.</p>	<p>“All hands on deck” notice sent with staff supervision and SLT on duty.</p>
SITE ACCESS – Some aspects of Site Access fall within our Site Security Plan and Critical Incident Management Plan and therefore are not published within this plan.		
Parking	Please see all relevant information detailed above.	
School Reception - Visitors	<ul style="list-style-type: none"> All visitors enter by the main reception and are buzzed in when checks complete. Appropriate identification is required, all visitors must sign in and wear their visitor badge so that it is visible at all times. Visitors do not have access to the School unless accompanied. 	
Deliveries	<ul style="list-style-type: none"> All deliveries are under the direction of site, canteen or reception staff. The green traffic gates are opened and shut by staff to allow deliveries and collections. The same applies to deliveries and collections to the school caterers. No delivery vehicle is to exceed the site 5mph speed limit. NB: There is one large lorry that, by agreement, has to exit via the IN drive due to size. 	
Access for lettings (out of hours)	All lettings should be conducted through the School Finance Office and are subject to the letting agreement terms and conditions.	