



# COVID 19 Transport and on site transitions guidelines

## Introduction

These guidelines are designed to ensure that safe management of vehicular and pedestrian access to the Academy site takes place. It should be read with the whole school COVID 19 risk assessment

Crucially, there are key parts of this document that rely on compliance from parents and professional drivers who are not employed by the Academy. Their cooperation is essential to ensure safety for all.

Where anyone refuses to comply with these guidelines, or persistently fails to comply, the matter should be referred in the first instance to the Headteacher so that appropriate action can be taken. In serious cases this can include withdrawing onsite provision/access to the site for an individual.

## Our Site

- Our Academy site has limited space to manoeuvre vehicles at any time of the day.
- Where possible pedestrian and vehicular routes are kept separate, however there are areas around the front of the Academy where this is not possible and at the rear during drop-offs and pick-ups.

## Management of this

- In order to manage the risks presented by COVID 19 and vehicle/pedestrian contact including the physical limitations of the site the following safeguards are in place:

## At the start of the day

- Areas for vehicles and directions of travel are specified by Academy staff and highlighted on Fig 1.
- There is a no reversing policy in place.
- All rooms to be equipped with hand sanitizer or hand washing facilities.

## Local authority and parent transport

- Vehicles can access the car park at the rear of the school any time from 8:50 am onwards in the morning and 2:50 pm in the afternoons.
- Prior to accessing and leaving the site vehicles need to queue patiently until directed to park, by a member of school staff, in the designated spaces. Engines should be turned off at these times.
- All vehicles (see appendix 1) should follow direction to the rear of the school from a member of school staff, who will be wearing high visibility jackets.
- Traffic is to form an anti-clockwise circle, stopping at the cone marked by the Academy member of staff
- All pupils should remain on transport until a member of Academy staff collects the pupils from the vehicle, this will ensure social distancing and that their class bubbles are maintained.
- Pupils will then enter the building directly to their class (where possible) or through the quickest route following the flow marked out in school
- Upon entering the building pupils will be directed to wash hands/sanitise.
- Traffic will only leave the rear car park once directed by an Academy member of staff.
- See Fig 1

### Vehicle pick up/drop off from the front of school.

- Only pre- identified vehicles (see appendix 1)
- Drivers are asked to form 1 row of traffic as directed by the Marshall.
- The first car may drop off/collect pupils from the side gates adjacent to the mini roundabout, when instructed by a staff member.
- SEE Fig 2

### Walking Parent pick up

- Teaching staff will wait with pupils in either their class room or the hall if pre identified.
- Parents will be reminded that only one should attend to pick up or drop off their child and siblings should not be brought with them unless absolutely necessary in order to adhere to social distancing guidance
- Parents are requested not to gather at the entrance gates and to adhere to the 2m social distancing guidance
- Parents and carer must follow the queuing system and adhere to the directions of staff on duty to ensure safety for all. Remaining 2 m from others at all times as highlighted by floor markings.
- Staff will collect waiting pupils 1 at a time when called for by a member of the leadership team
- See Fig 3

### Pick and drop off routine

- Pupils will escorted by class based staff: they will then enter/leave the building directly to their class (where possible) or through the quickest route following the flow marked out in school
- Upon entering and leaving the building pupils will be directed to wash hands/sanitise.
- Pupils are briefed on the one way system and flow within the school and of pinch points
- Pupils will remain in their “class groups” for the duration of the school day these will be supervised at all times and all areas including break, lunch and any required sensory/movement breaks

### Visitors on site

- While we aim to keep the number of visitors to the site to a minimum, there will be times when this is unavoidable.
- External agencies, contractors or deliveries to the Academy should wait at the school gates. If access is required they should take similar precautions to staff and pupils and be directed/escorted by a member of the site team.

Since the onset of lockdown and wider school closures we have been following guidance and will continue to review and update our practices in line with government advice and recommendations and always ensure we are put the safety of our students, staff, families and the community first. Whilst we can not guarantee we are a 100% covid free environment we are doing our best to reduce the risks. As advice on the situation changes we may need to make some adjustments and improvements once the system is in place.






Finally for these changes and measures to be successful in ensuring the safety of pupils, Families and staff we need patience, cooperation and feedback from everyone involved.

We would like to thank you for your continued support.

**Map of school layout and site access for rear of the school**





FIG 1



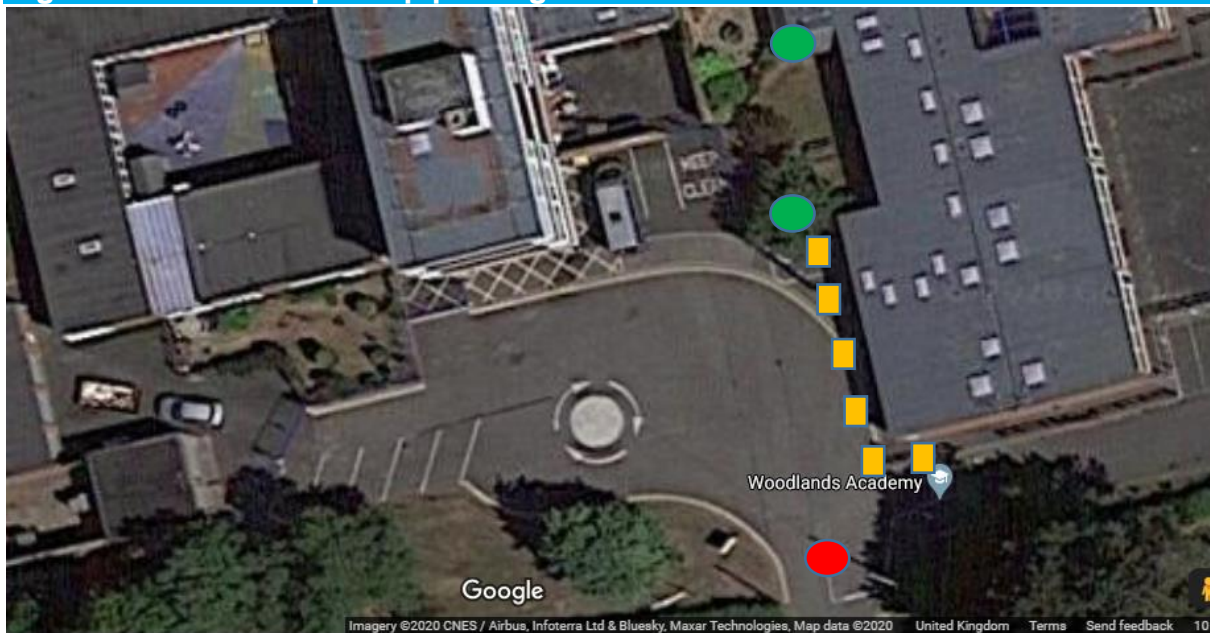
Key			
	Flow of traffic to rear car park		Location of school traffic Marshall
	Flow of traffic rear playground		Pedestrian crossing.
	Stopping point		




Map of school layout and site access  
 Figure 2 location of pick up parking: front of school



Key	
	car
	Traffic Marshall
	Class staff
	Direction of traffic

Map of school layout and site access  
Figure 3 location of pick up parking: front of school



Key	
	2 m social distancing marker
	Traffic Marshall
	Academy staff