



# KENSWORTH PRIMARY SCHOOL

## TRAVEL POLICY

**KPS036**

### Policy objectives:

- This policy describes the way that children arrive and depart the school.
- It should be read in conjunction with:
  - Attendance Policy (KPS011)
  - Health and Safety Policy (KPS005)
  - Emergency Plan Policy (KPS030)
  - Educational Visits Policy (KPS034)

Agreed by	The Full Governing Body
Signed	x <u>Anthony Todd</u> Anthony Todd (Chair of Governors)
Date	22 <sup>nd</sup> June 2017
Next Review Date	January 2019



## SCHOOL CONTEXT

Kensworth Primary School regards itself as a health-promoting school. We encourage children to walk to school but recognise that car journeys are sometimes needed. This policy explains how children should arrive and depart school safely.

## ENTRANCES

The school has two entrances:

- The Main Entrance is on Clayhall Road and can be used to gain access to the school reception and Preschool during the day. Prior to 9am and shortly before 3:30pm the gate to the upper playground (next to Pre-school) can be used to gain access to take children to / from their classes.
- The Pedestrian Entrance is accessed from Common Road and allows access to the lower playground where the children can enter the classes. This gate will be locked from 9am until shortly before 3:30pm, at which times the main entrance should be used.

## DROP OFF AND COLLECTION TIMES

The school day begins at 8.55am. Prior to then all parents and carers are responsible for their children in the playground and around the school premises until they enter their classrooms at 8.50am.

The school day finishes at 3:30pm. Children will be asked to leave their classrooms when the class teacher or TA has spotted a parent or carer at which point responsibility for the child is handed back to you.

### **Preschool / 4+**

Preschool and 4+ children are collected between 12pm and 1pm. All parents and carers are to collect their children from the Preschool entrance between these times.

## TRAVELLING TO AND FROM SCHOOL

We encourage all children and adults at school to lead a healthy lifestyle and where possible ask that they walk, cycle or scoot to school.



### **Cycling or Scooting**

If cycling or scooting, please ensure that bikes and scooters are in a safe working order and that your child is wearing suitable safety equipment. Children should not ride or scoot in the school playground. Bikes and scooters can be left on site in the school courtyard during the day; however, the school takes no responsibility for them during this time.

### **By Car**

If you do need to travel by car then please park safely and considerately. The school does not have any specific parking spaces for parents and carers but there are parking spaces available on Clayhall Road, a small lay-by on Common Road and the Village Hall car park.

The school car park is strictly for staff and visitors' cars only and must not be used for drop off or collection.

### **Children in Years 5 and 6**

We encourage independence and recognise that children in Years 5 & 6 may wish to walk to and from school on their own. Parents may sign a consent form which will allow them to do this. We ask that children remain well behaved during their walk to and from school and ask them to respect their friends and the local community, especially whilst wearing their uniform. Children not behaving suitably during this time may be asked to have a parent/carer drop/collect them.

### **Out of normal school hours**

Where children attend school outside of the core hours, for example, breakfast club or after school clubs, please respect the same rules as during the core hours. When children are taking part in an out of school activity that differs to the normal drop-off and collection procedures, details will be provided as part of the activity information. Please see the Educational Visits Policy (KPS034).

### **Collection by another authorised person**

If another person has been given permission to collect your child please inform the school as per the attendance policy and ensure they are made aware of this policy so they are aware of the procedures and that your children and other children remain safe during these busy times of the day.

### **Severe Weather**

When there is severe weather, particularly snowy or icy conditions, please take extra care getting to and from school. The school will attempt its best to clear a safe path from the school gates to the classes in time for school opening but they may still need to be used cautiously. Please see our Emergency Plan policy (KPS030) for procedures on how to be informed of closures.

### **MONITORING OF THIS POLICY**

This policy is to be reviewed every two years or when there is a change of circumstances.