



Chadsgrove School & Specialist Sports College



Headteacher:
DEB RATTLEY
M.Ed., B.Ed., NPQH

Telephone: 01527 871511
Fax: 01527 579341
Email: office@chadsgrove.worcs.sch.uk
Web Site: www.chadsgroveschool.co.uk

Physiotherapy: 01527 578216
Occupational Therapy: 01527 831054
Speech & Language Therapy: 01527 831054

MEADOW ROAD
CATSHILL
BROMSGROVE
WORCS
B61 0JL

5th November 2018

TO ALL PARENTS/CARERS, DRIVERS & PASSENGER ASSISTANTS

GUIDELINES FOR MINIBUSES AND CARS

Please read these guidelines carefully for all minibuses and cars coming into Chadsgrove School. Please see me personally if you need anything clarified.

1. As of Monday 5th November pupils will not be allowed in school, unless arrangements have previously been agreed, prior to the bell going 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 seatbelts 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 swiftly to a safe place – hence buses/cars must be ready to leave the front of school immediately. Children are the responsibility of Parents/Carers/PAs/Drivers prior to 9.00a.m.
2. Minibuses and vehicles that are too large to park elsewhere on site, should park in four lanes by the Chestnut Centre and three lanes at the immediate entrance. Please fill up the spaces in front of the Chestnut Centre first and park as far round the roundabout as possible leaving only enough space for each bus to unload children safely. (There are no exceptions for any buses unless prior authorisation has been given). This should enable all vehicles to park safely within the confines of the space outside the front of school and exit relatively easily. Please note that this is a one-way system.
3. Only buses/cars/taxis who have one child on board may park in the bus layby. The maximum number of vehicles at any one time in the **layby** is **3**. You must park in one line nearest to the hedge leaving the exit space (nearest Catshill Middle School) large enough for a bus to get through.
4. Families can park in the layby, in the disabled spaces, at the side of school down by the side of the pool, or on the gravel car park. No minibuses are to park in the above spaces, other than the layby when only one child is being loaded/unloaded.
5. Reversing is strictly prohibited once the bell has gone at 9.00am and after 3.30pm. Drivers should be aware that pupils will now be leaving via the Chestnut Centre as well as the main school. 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-sided vehicles is particularly dangerous because pupils in wheelchairs, young pupils etc. are not visible behind these vehicles.

6. We expect all car park users to respect our children, each other and the values of the school. If these values are not upheld, then they will be investigated by the Headteacher.
7. Please ensure that your company contact details are up to date with the school so that we can contact you in the event of a fire, either in the morning or afternoon before you arrive. If you are already on site, 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 safely and easily and the only way we can guarantee this is if all the buses follow these guidelines.

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

- a. Do not under any circumstances 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/off the minibus.
- b. Ensure that all the pupils are restrained properly in seat belts, 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/carers of the child will be able to help with information about their child's epilepsy.
- 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/carers, 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.

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
Headteacher