



## **Drop off and collection at St Helen and St Katharine – Guidance to parents**

This document is aimed at ensuring the **safety** of our students, staff and visitors during the very busy drop off and collection times during the school day. We would be very grateful if you could adhere to some sensible safety guidelines listed below:

- The Chapel car park should be used for Years 10-Upper Sixth only and the Sports Field car park for Years 5-9 for drop off and collection.
- If there is a parking space available, please park in it. If you wait across the empty space it prevents someone else from parking there and potentially backs up vehicles on to Faringdon Road.
- **If someone is trying to leave a parking space and you are waiting in front of the space, please move in order to allow safe exit and free up space within the car park.**
- Be mindful of other users, drivers and pedestrians.
- **Do not park or wait over the zebra crossings or the zigzag lines adjacent, this is extremely dangerous for our students.**
- The drive at the front of school is one-way. When using the visitors' spaces opposite the School front door, please ensure you leave via the Chapel car park.
- The Sports Centre car park is for the sole use of staff until 5pm.
- If collecting students after 5pm, you may use the Sports Centre car park. Students can safely wait behind the gates until they see their parents. Girls being collected from the Chapel car park should wait in the main reception area until their parents have arrived.
- If you are running late and will not be able to **arrive by 5.30pm** you should make Reception aware, by calling 01235 520173, so that they can inform your daughter and the late duty member of staff. Your daughter will be overseen in the main reception area and should be collected from here.
- Staff on duty are around at peak times in the evening to assist. Please be courteous at all times – they are trying to maintain safety and ease any local traffic flow issue.
- Car parks are generally busier in the first and last week of term when no after school clubs are running.
- Finally, try to arrive early if you need to exit quickly.

We appreciate your cooperation in following these guidelines in order to make drop off/ collection work more smoothly and be less stressful, as well as keeping everyone safe.