



## Drop Off and Pick Up Arrangements



Many pupils travel to school on home / school transport provided by the Local Authority. This may be by school bus or taxi. All pupils on school transport have an escort and a transport care plan setting out any particular requirements.

The start and end of the school day can be particularly busy and we would ask that you follow the guidelines set out below.

- 👑 Our school has a no reversing policy
- 👑 On entering the school site please follow the one way system round to the left
- 👑 At busy times there is a queue for minibuses and a queue for cars which are side by side
- 👑 All pupils must be dropped off at the front door where they will be collected by a member of staff
- 👑 Please do not let your child leave the vehicle until your car is parallel with the front door.
- 👑 Please do not park in the school lane by the garages.
- 👑 Our neighbours ask that you do not park on the grass verges in Comptons Lane
- 👑 Parking is not permitted in the layby adjacent to the mini-roundabout
- 👑 At pick up time, we ask that no one enters the car park until 2.45
- 👑 At 3.00 pupils will be escorted by school staff onto the buses and taxis. Once they are all loaded, all vehicles will be allowed to leave.
- 👑 Parents are asked to collect pupils from the relevant collection points around the school building.

**For more details about home / school transport**

<https://www.westsussex.gov.uk/education-children-and-families/special-educational-needs-and-disability-send/school-transport-for-children-with-send/>