



The Rosehill School
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The Rosehill School Association is a Registered charity: Number 1027545

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Rosehill School Arrival/ Departure Action Plan & Protocol 2025 – 2026

Introduction:

Health and safety of transport arriving and departing at the site has been identified as a risk, when there is a high volume of people entering and exiting the building, and lots of activity and movement. The school has therefore implemented the following protocol for ALL parents/carers/transport crews/visitors/school staff to follow.

As an additional security and health and safety measure, the school provides a member of staff (Transport Marshal) to oversee procedures.

All pupils will be supervised by school staff while they are going from/to the vehicles. Staff will ensure that where a pupil has a behaviour plan or risk assessment, this information is communicated to all staff working with the child, and risk assessment measures followed at all times.

Essential procedures for parking:

- Anyone attending the school site, are reminded to check parking restrictions on site/within the local area. The school takes no responsibility for vehicles parking on or off the school site

Parents/carers and transport crews

- Buses, parents/carers cars and taxis must park along the front driveway. The Transport Marshal will direct vehicles to park in the marked bays. When entering the site, please wait to be directed by the Transport Marshal, so that a flow system can be created where vehicles move down the left-hand side of the driveway in a safe and orderly manner. No vehicle should overtake or reverse into a space. Vehicles will be asked to move along the queue to create a space for new vehicles entering the site. If the procedure is not adhered to, vehicle owners will be asked to depart the site and re-enter, when a space is available and it is safe to do so. This is for the health and safety of all members of the school community
- All contract transport vehicles **MUST** display transport route number as assigned by transport department/ the school

School staff/visitors

- School staff and visitors should park in the carpark/off site (not along the front driveway of the school)
- A reminder, that the school is part of the Nottingham City Council Work Place Parking Levy and all visitors and staff parking on the school site, must follow parking guidance

Essential procedures for arrival and departure of pupils:

- All transport to the site will arrive on a staggered basis. Parents/carers and transport crews will have been assigned an arrival/departure time period within the times below:
 - o Arrival 8:50 – 9.15
 - o Departure 3:00 – 3.20

Access for school drop off:		
School gates will not be opened for access until 8:40am. If you arrive before this time, you will not be permitted entry to the site.		
Staggered time slots:	8:50-9:00am	9:00-9:20am
	Parents	School transport
Access for school pick up:		
School gates will not be opened for access until 14:45pm. If you arrive before this time, you will not be permitted entry to the site.		
Staggered time slots:	3.00-3.10pm	3.10-3.30pm
	Parents	School transport

- This will be overseen by a Transport Marshal
- On arrival/departure, parents/carers on foot should wait within the allocated waiting area. For health and safety, we ask that you remain seated until handover of your child takes place
- Parents/carers and transport crew members are requested not to exit their vehicle once on site for health and safety. Parents/carers and transport crews in vehicles, should wait for pupils to be collected/returned to their vehicle. No pupil should be left unattended
- School staff will ensure there is a prompt handover
- Safe exiting and boarding procedures should be observed at all times, e.g., only exiting the vehicle on the kerb side. Please note, vehicles which have steps that are used for pupils to exit/board the vehicle, should be operated safely by transport crew members
- When moving along the driveway, vehicles doors should always be kept closed. When moving, children should be wearing their seatbelts, and transport crew members should be seated safely
- Where pupils use the buses/taxis independently, it is the responsibility of the transport crews/parents/carers to supervise the child while they are exiting/boarding a vehicle, until handover is completed. School staff will offer support, if required
- Prior to any departure, the driver of a vehicle should check that seat belts/lap straps/harnesses etc are securely fastened
- Parents/carers/transport crew members should ensure any important information is communicated during handover, including around the handover/collection of medication (this should be in a sealed bag which is also labelled, and must be signed over), pupil bags and letters
- Handover should be completed with high levels of respect for pupils needs and the smooth and efficient running of the school, e.g., conversations about individual pupils should be completed discretely to maintain GDPR

Health and Safety/Safeguarding:

- Safeguarding is everyone's business!
- All contracted transport crew members **MUST** carry ID whilst on the school site
- Rosehill School **MUST** receive an annual compliancy verification letter from all providers arranging transport. This **MUST** confirm that all safeguarding and safer recruitment checks have been completed for any contracted transport staff/ employees transporting pupils
- Transport crew members should record and report any incidents/ accidents/ Safeguarding concerns following the appropriate Local Authorities procedures; concerns should be reported immediately to transport crews own line manager, and escalated as appropriate. Incidents/ accidents/Safeguarding concerns should also be reported immediately to school staff
- Attendance - It is the responsibility of the parent/carer/services to ensure they communicate effectively with school regarding attendance, and that the child arrives on time. Parents/carers/services should contact the school directly regarding attendance of a pupil, in line with the school's attendance procedures. Any pupil (travelling to school with parents/carers/service) arriving after their allocated arrival time, must make contact with the school immediately on 0115 9155815. A reason for lateness must be provided, along with an expected arrival time. This includes in the event of a traffic delay
- Please note, it is a statutory legal requirement that all pupils are registered with the school by close of the registration period [Rosehill School - Attendance](#)
- Transport providers should ensure any Health Care Plans are followed whilst pupils are in their care
- Rosehill School is a mobile phone free zone – this **MUST** be adhered to at all times whilst on site

Medical Emergencies:

- If there is a medical emergency onsite, parents/carers/transport crew members to call for help from school staff and/or emergency services, as appropriate
- If at the end of the day a pupil has been unwell, the teacher/class team will ensure the person collecting the child, is informed
- Parents/carers/services/transport crew members to ensure that any medication being handed over/ collected is in a sealed bag, labelled with the child's name, and is signed over at both ends of the day

Pupil Independence:

- All pupils to be encouraged to be as independent as possible, e.g., pupils will be encouraged to carry their own bags, where possible

Conduct on Site:

- The school kindly requests, that ALL visitors including parents/carers/transport crew members are respectful towards others, following the directions of the Transport Marshal and school staff, to ensure the safe and efficient operations of transport
- Any incidents of this nature, will be taken seriously, and appropriate action will be taken

Nottingham City Council ask you to

Respect our staff →

We strive to provide a service that is fair, efficient and delivered to the best of our ability. If we fail to meet these expectations, you have the right to complain.



In return we ask you to:

- Comply with requests
- Turn up for appointments on time
- Co-operate with instructions and
- Refrain from acts of violence towards our staff

If you fail to comply with the above, we have the right to withdraw our service or report you to the police.

If you are violent or abusive against our staff, your information will be shared within this authority and with our partner agencies.



Other Communications:

- All meetings/visits must be through a pre-arranged appointment
- Parents/carers are encouraged to phone school or to write a note in the home-school diary regarding communications with school
- If there are any questions or concerns regarding school procedures, parents/carers/transport crews to speak with the class teacher in the first instance
- Transport crews are NOT permitted to use the school's facilities without a pre-arranged appointment