



The Rosehill School
St Matthias Road, Nottingham, NG3 2FE

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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

All visitors to the site, including parents and carers, MUST follow this guidance

Dear parents and carers,

Following a health and safety review regarding transport involving the following practitioners: Rosehill staff, Governors, Transport Services, Nottingham City Health & Safety and REACT (Regulation Enforcement and Compliance Team), the arrival and departure protocol has been revised. Please find below key information. You can find more detailed information at the following link:

<https://www.therosehillschool.com/arrival-departure-protocol/>

The school has had confirmation from Road Safety and Traffic Management at Nottingham City that **“Keep Clear”** restrictions will be implemented at the entrance to the school in the coming months, to prevent any waiting/parking in this area. Vehicles may be ticketed if they park within restricted areas or if they are causing an obstruction.

Times for arrival and departure:

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 14:45. 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



Accessing the site by foot:

Enter through the pedestrian gate (located by the vehicle exit).



You **must not** enter the site on foot using the vehicle gates. This is to ensure the safety of everyone.



To ensure smooth transition, parents must wait in the allocated parent zone. Please do not wait on the steps /driveway.



For access, you must use the intercom buzzer. Please do not enter the site without using this system.



Accessing the site by vehicle:

Enter via the vehicle entrance gate.



For access, you must use the vehicle intercom buzzer.



Do not block the yellow hatched area. This is to ensure safe access to the site in the event of an emergency.



- If you need to collect your child outside of normal hours e.g. for a hospital appointment, please ensure the school has prior notice, and you use the correct intercom/gate.
- If you require another person to collect your child, you must provide a password to the class teacher, or the office staff. Your child will not be permitted to leave with an adult without a password being provided.
- A reminder that Rosehill School is a no phone school, and you are not to use your mobile phones on the school grounds.

As with the majority of special schools in the country, we do have a lot of transport accessing the site at arrival and departure times. If you do need to drive to drop off or collect your child please park considerately and ensure you follow the protocol.

Everyone's responsibly:

We would like to take this opportunity to reassure you that the safety of everyone on the school site has always been, and will continue to be, our absolute priority. We will not compromise when it comes to safety and safeguarding and expect all visitors to the site, including parents and carers, to respect and follow this protocol. Very careful consideration is given to this protocol, so please ensure you are following the guidance when accessing the school site.

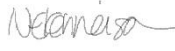
We can confirm that we are in constant communication with the Transport services, and reinforce the expectations and protocol with external services. If you do experience any issues outside of the school, please report them to the Local Authority/Traffic Management/Police, as required.

Our children's safety is our main priority and this includes their journey to and from school. We appreciate your support in this matter.

Yours sincerely,



Cheryl Steele
Headteacher



Natalie Kenneison
Chair of Governors