

Crockerton Cof E VA Primary School



Stop & Drop - Guidelines for all

The morning Stop and Drop service at Crockerton School is provided voluntarily by the parents and guardians of the children who attend the school.

The service is designed to ease congestion outside the school in the mornings, helping to keep our road and children safe whilst being considerate of our neighbours in Crockerton.

It provides a warm and secure welcome for the children as they are personally greeted and helps to make life easier for parents who may need to come and go promptly.

In order for the service to run smoothly and safely it is imperative that certain rules are adhered to by parents and carers using the service, as well as those volunteering in the role.

The service is run between 08:40 and 08:55 Monday to Friday inclusive. Volunteers receive training and instruction in the procedure and wear high visibility jackets. No child should be in school before 8.40am unless they are attending Breakfast Club, which is available every morning from 7.45am.

For safety reasons, and to ensure a smooth settled start to the school day, children in Reception are advised not to use the 'Stop and Drop' facility during the first few weeks of term whilst they are on a reduced timetable. However, pupils with older siblings already at the school may wish to use it before then. Please speak to the Head Teacher or their teacher so that staff are aware of any Reception pupils using this system during the induction period.

Three volunteers are required to operate the procedure safely and effectively.

Due to the narrow roads, an informal one-way system is operated during drop off and pick up times, and so vehicles exit the A350 onto Parsons lane (sign posted Potters Hill) travel west along the lane towards the school, then proceed onto Broadmead lane and down to Clay Street.

Stop and Drop is only operated during the morning school run. Afternoon pick up is managed by staggering the end of school day for each year group.

Please also refer to the School Website under the Traffic Management system, in the Parent's section, which includes further information about 'Stop and Drop.'

Procedure for volunteers:

1. Can send their child into school a little early so they are ready to start 'Stop and Drop' at 8.40am

2. V1 and V2 to be positioned on the road at the junction of Parsons Lane and Broadmead Lane.
3. V3 to be positioned on Parsons Lane between the teacher's car park and the schools main gate.
4. V1 and V2 are to guide the cars into the correct drop off point on Broadmead Lane and, when safe to do so, open the car doors to allow the children out of the car. Any child who gets out of the passenger side of the vehicle should be sent around the rear of the car that they are exiting and then guided towards V3, who will see them along the lane to a member of staff who will be waiting at the gate.
5. The car can then pull away and the next vehicle be waved into position ready for the children to be received.
6. Vs 1,2 &3 will be vigilant for vehicles coming from opposite directions as well as residents wishing to leave their driveways.
7. Volunteers must not be responsible for others whilst taking part in the stop and drop procedure.
8. contact a member of staff in school if they are unexpectedly short of a volunteer. A staff member will assist until the full quota of 3 adults is in place.
9. Volunteers are requested not to use a mobile phone when 'on duty.'

Please note a DBS is not required for this role.

Procedure for Users:

1. Please always do Stop and Drop from the top of Potters Hill, rather than the school side so that you do not face children walking towards our school.
2. Should you turn up early, please wait at the top of Potters Hill along the grass verge as opposed to along the bush down near Stop & Drop, to allow volunteers space to park and be ready.
3. Approach the stop and drop slowly and with caution.
4. Do not start queuing before 08:40 and until all three volunteers are in place and with their High-Vis jackets on.
5. Do not allow your children to leave your vehicle until given the signal to do so by the volunteers.
6. Whilst you are waiting in the queue ensure your vehicle is in neutral with the handbrake on.
7. Once signalled to do so, pull way slowly and with consideration.
8. If you arrive late to school and the 'Stop and Drop' volunteers are no longer on duty please ensure that you take your child to the school front door and sign the children in.

See Risk Assessment RA Stop and Drop