

Policy date:	June 2021
Committee Responsible:	Governing body

Holly Lodge Primary School

Drive-through Policy



Introduction

In order to maintain the safety of our pupils, parents, staff, and local community, we have adopted this policy. It is imperative that anyone using our drive-through and drop-off facility are aware of our rules. Please ensure that any other nominated persons who may be dropping off or collecting your child are also aware of this policy.

This policy is not intended to be used a guideline, it is a strict policy that should be adhered to by all users.

The drive-through only works when it is used correctly. **There is no waiting in the drive-through under any circumstances.** It is a set-down kiss and drop facility only. If you need to get out of your car for any reason, you must park outside the school grounds. Any unnecessary waiting in the drive-through results in congestion, which endangers pedestrians and other road users.

The drive through is OPEN during morning drop-off only.

The drive through is CLOSED during afternoon pick-up.

Drive through and Parking rules

All Users:

- **There is no parking anywhere within the school grounds at any time** – This applies to **all parents and carers**. This includes those who are picking up from teacher-run or externally-run afterschool clubs, as well as users of the breakfast and after school club.
- Parking is available on Stratford Road, Carrington Lane or any other surrounding roads that do not have restrictions. However, **we do ask our parents to be considerate to our neighbours by not blocking any driveways or parking in private roads.**
- The drive-through may be used by those with Junior children in **Year 3 and above only**. (Infant children should be accompanied into school by an adult, even if they have an older sibling in Year 3 or above)
- **There is no stopping in the yellow hatched area** just inside the entrance gates at any time. *(See photo 1)*
- If you find the drop-off/pickup lane is full after entering, then please continue to drive out using the drive-through lane, and go around the block before attempting it again. *(see photo 2)*
- Users should not queue up on the main road waiting for a space to become free, but instead continue around the block until congestion eases.

- **We strongly advise that there is no right-turn from Stratford Road into the entrance gate** – this causes congestion along Stratford Road for all other road users. If entering the drive through, please ensure that you are only turning left in to it from Stratford Road and not crossing the traffic.
- **We strongly advise that there is no right-turn from the school exit gate onto Stratford Road** – Waiting to cross a lane of traffic causes a queue in the drive-through lane which then backs up onto the main road. Please turn left and use the roundabout to turn around if necessary.

Morning Drop-off:

- **There is no parking anywhere within the school grounds** – This applies to all parents, including those who are dropping off at any teacher-run or externally run clubs, as well as the breakfast club.
- **Do not drop off your child before 8.30am** – The school gates are not open until this time. Please do not arrive before 8.30am as there is to be no queuing whilst waiting for the gates to open

Afternoon Pick-up:

- **There is no parking anywhere within the school grounds** – This applies to all parents, including those who are picking up from any teacher-run and externally-run after school clubs, as well as the after school club.
- **We are not able to open the drive-through for afternoon pick-up.** Parents should park in Carrington Lane, Stratford Road or other local roads that do not have restrictions. Parents should consider “park & stride” from further away. **We do ask our parents to be considerate to our neighbours by not blocking any driveways or parking in private roads.**

There is no stopping in the yellow hatched area at any time:



Photo 1

The drop-off/pick-up lane

The drive-through lane



Photo 2

This policy may be subject to change before the policy review date at the discretion of the Governing Body. The school reserves the right to close the drive-through facility without notice.