

Bhaktivedanta Manor School



Transport Plan

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All visitors to the Hartspring Cottage school site are required to follow the Transport Plan.

Overview

Parents had been asked to inform the school office one week in advance about any changes to planned schedules on admin@bvmschool.co.uk if their child/ren will be travelling to and from school and Bhaktivedanta Manor on the minibus.

Parents and staff who haven't signed up for transportation arranged by the school will be required to follow the procedures identified below.

Site access

Between 8:30am and 9:10am, only staff and minibuses will be able to access Hartspring Cottage school site via vehicle.

Between 3:00pm and 4:00pm, only staff and minibuses can access the Hartspring Cottage school site via vehicle.

This is to minimise risks to health and safety risks to staff students parents and other users and inconvenience this causes for teachers and minibus

All access to the school outside this time is regulated through the reception area.

Access to Hilton parking areas are not covered under agreement, and we have to ensure we are good neighbours. All visitors are required to follow the below rules:

1) **Always turn left upon leaving the Hilton car park. Also please use the entrance from the A41 that is closest to the school.** This is absolutely vital and all visitors are required to follow this. Not following this rule will have an impact on traffic flow, the safety of you and your passengers, and the schools relationship with the Hilton Hotel.

2) There will be **6 or 7 times a year when visitors are unable to park at the Hilton Hotel for drop off and pick up** (and at other times if visiting outside of these hours), as the hotel hosts big events. An email will be sent to parents with these dates in due course.

Parents are also reminded that mornings are much busier than evenings. Making alternative arrangements in mornings is recommended.

The code for exit is 3589 at the moment. Parents will be notified if there are changes to the code.

Minibus Transportation

Parents who have signed up for minibus transportation are required to arrive promptly at Bhaktivedanta Manor car park at 8:45am. The minibus will leave the Manor car park at 8.50am and will arrive at Hartspring Cottage at 9am. The return bus after school will leave Hartspring Cottage at 3:25pm and arrive at the Bhaktivedanta Manor car park at 3:35pm on days advised by the school.

Pupils will travel with a supervisor to the school site and will be dropped off at the school entrance and will be supervised until school starts. The supervisor will have a list of names of the pupils travelling via minibus and parents are asked to inform the number provided (07935 130078) of non-attendance and late attendance. We are aware that this Transport Plan is new and we anticipate some flexibility at the beginning. On this basis missed bus charges will be waived at the start, until the Plan is firmly implemented. After which there will be a charge payable to the school. Parents will be notified when this will be implemented via email.

Parents/Guardians arriving via car/on foot

Parents who will be dropping their child off via car and on foot should park nearby and proceed to the school entrance on foot.

Parents and pupils should be mindful that staff and minibuses would also be using this path. Traffic safety measure such as a maximum speed limit will be implemented. It is vital that all parents choosing this option adhere to the rules regarding exiting the Hilton car park.

Next Review Date: February **2019**