To Whom this may concern

Management plan to create easy and smooth drop offs at Sticks n Stones.

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2. Methods of booking vehicular drop-offs and pick-ups as to ensure a suitable arrival stagger time to avoid undue accumulation of vehicles attending the site and avoid increased parking demand/congestion on Birmingham Lane and how the booking and stagger times will be enforced:
We have established a structured pick-up and drop-off policy, and strict enforcement of this policy is expected from all parents. This protocol is already in effect and must be followed consistently. When parents come for the first time all terms and conditions, including those related to pick-up and drop-off are clearly outlined. Designated times are allocated to manage traffic flow efficiently before and after school hours. Our drop of time is from 07:30 up until 08:45 unless the child is arriving on foot or their siblings are being dropped off at Meltham Moor Primary School. Pick-ups take place from 15:45 onwards, unless alternative arrangements have been made due to medical appointments or other personal reasons. All timings are discussed and confirmed with parents upon signing the contract, ensuring a schedule that accommodates both operational needs and family circumstances. We implement a staggered system for all drop-offs and pick-ups to minimise congestion and prevent multiple vehicles arriving simultaneously.

3. Management of car parking and information provided to attendees at the site regarding parking for drop-offs and pick-ups and details of alternative modes of transport to the site that are available.
We ask that parents utilise the front area of our driveway for a brief drop-and-go access. This process involves the parent leaving the Childs essential personal belongings with us permanently ie nappies, wipes, spare clothes and comforters. Parents are encouraged to provide any relevant updates regarding their Childs wellbeing e.g. recent illness, upcoming holidays via our family app prior to arrival. This system facilitates smooth communication and ensures staff are well informed in advance, thereby making the drop-off process more efficient.
To improve access, a section of our garden wall has been removed, creating additional parking capacity for our personal vehicles and allowing up to three cars to be accommodated on our property. This adjustment has significantly eased congestion during busy school periods and reflects our commitment to improving site logistics. By doing this it also now opens up more spaces for our parents too. We are aware that many of our parents are local and prefer to walk to the site, particularly in favourable weather conditions, some families decide to walk regardless of the weather, as they do not rely on vehicles.
Parents are reminded about consideration and parking for our neighbours on our news updates. If for any reason there were to be a complaint we would deal with it directly with the parent. There is also a village bus service we recommend to our parents which passes our house directly.

4. Mechanism for review of the Drop-Off/Pick-Up Booking Management Plan.
All our polices are reviewed annually. If no issues or concerns are identified and the plan is functioning effectively, then no adjustments are made and our policy is redistributed to the parents as a reminder. However, if any aspect of the plan appears to be ineffective, it will be addressed promptly and appropriate adjustments will be implemented.
We also maintain a daily register (see table A) that records parents drop-off and pick-up times. This allows us to monitor the flow of movement and identify alternative available time slots if needed.