Special Provision Partnership

JOSEPH NORTON Academy | Springwell Learning Community | GREENACRE SCHOOL

Drop-Off & Pick-Up Management Plan: Josie Thirkell Academy

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Introduction

This document details the anticipated Drop-Off and Pick-Up Management Plan for Josie Thirkell Academy. It has been prepared in response to the Planning Condition that requires a plan to be submitted and approved by the Local Planning Authority prior to the school opening.

The purpose of this plan is to ensure the safe and efficient operation of the school's drop-off and collection processes, specifically managing vehicle queues to prevent any adverse impact on the safety and free flow of traffic on the main road.

This plan details:

- Standard operating procedures for drop-off and pick-up.
- Protocols for active queue monitoring and marshalling.
- A contingency plan with mitigation measures should queues risk impacting the public highway.

This approved plan will be implemented and retained and, when necessary, updated throughout the lifetime of the school, unless otherwise agreed in writing by the Local Planning Authority.

Site Layout and Traffic Flow

The school's design incorporates a dedicated, on-site, one-way traffic loop system designed to manage vehicle flow and provide a safe drop-off/pick-up zone. The layby outside of the school building accommodates approximately 12 cars. In addition there is sufficient internal queuing capacity for a further 38 cars.

- Vehicles will enter the site via the main entrance on Deighton Road.
- They will travel past the Deighton Sports Arena to the main school gate.
- A designated kerbside "kiss and drop" lane is provided.
- The one-way system directs vehicles past the drop-off zone and back to the main entrance for egress.
- Additional space is available in the staff car parking area for additional vehicle stacking if required.
- Clear, permanent signage will be installed at the entrance and throughout the loop, directing drivers, indicating and enforcing the one-way system.
- All pedestrian routes from the drop-off zone to the school entrance are clearly marked

Standard Operating Procedures (SOPs)

To ensure traffic moves continuously, the following procedures will be strictly enforced.

Peak Operating Times

- AM Drop-Off: 08:50 – 09:05
- PM Pick-Up: 14:30 – 15:45

Drop-Off Procedure (Stop, Drop, Go)

1. This is a "kiss and drop" facility only. Parents and taxi drivers must remain in their vehicles.
2. Drivers must pull forward to the furthest available point in the drop-off lane before letting children out.

3. Staff (marshals) will be on duty to assist younger children from the vehicle ensuring a quick and safe transfer.
4. Once the child is safely out, the vehicle must immediately proceed to the exit to make space for the next vehicle.
5. Staff (group staff) will be on duty to guide children to and from their classrooms.
6. No parking or waiting is permitted in the drop-off lane.

Pick-Up Procedure "Staggered & Active Pick-Up"

To prevent the build-up of stationary vehicles associated with pick-up, the following two-part strategy will be used:

1. School transport will ensure taxis are contracted to arrive at set times without extended waiting.
2. Taxi companies will be required to share the car registrations for each route with the school.
3. The school gates will open 10 minutes before release times to alleviate traffic on the main road and ensure drivers are ready to receive children.
4. Parents will be given a designated pick-up slot and issued with a highly visible family name card, which must be displayed on their dashboard.
5. Staff marshals in the pick-up zone will see the name card or taxi registration and radio ahead to the pupil waiting area.
6. The pupil will be escorted to the front of the pick-up line, ready to enter the vehicle as it pulls up.
7. If a parent arrives and their child is not ready, they will be instructed to exit the loop and re-circulate or park legally off-site and walk in. This is critical to prevent stationary blocking.

Promoting Sustainable Travel

To reduce the overall volume of car journeys, the school will actively promote:

- Walk to School weeks and walking bus initiatives.
- On-site bicycle storage facilities.
- A car-sharing database for parents.

Queue Monitoring and Marshalling

Active management is key to the plan's success.

Staffing

- A minimum of four trained staff members will be on duty as traffic marshals during peak AM and PM times.
- Positions:
    - Marshal 1 (Entrance): Positioned at the site entrance to monitor queue length and manage entry.
    - Marshal 2 & 3 (Drop Zone): Positioned along the drop-off/pick-up lane to assist children and ensure vehicles keep moving.
    - Marshal 4 (Flow Manager): Positioned at the front of the drop zone to manage the flow of pupils and ensure vehicles exit promptly.
- All marshals will wear high-visibility jackets and be linked by handheld radios for instant communication.
- Staff who are known to the children will guide them between the drop off zone and their classrooms.

Queue Monitoring

- Marshal 1 (Entrance) is responsible for monitoring the internal queue.
- Visual "trigger points" will be located within the school grounds (e.g., at 50%, 75%, and 90% capacity).
- If the queue reaches the 75% trigger point, Marshal 1 will radio the team to accelerate the Stop, Drop, Go process.
- If the queue reaches the 90% trigger point (i.e., risks spilling onto the road), Marshal 1 will activate the mitigation measures (see below).
- A daily traffic log will be maintained for the first month of operation (and weekly thereafter) to record any instances where the queue exceeds 90% capacity.

Contingency and Mitigation Plan

This plan will be activated if monitoring shows that the queue is regularly at risk of exceeding the school grounds and impacting Deighton Road.

Immediate Actions (Short-Term Mitigation)

1. Marshal 1 will politely advise drivers that the car park is full and they must “loop the block” (circulate on the local road network. They will be explicitly instructed not to queue on the main road.
2. Internal Alert: The marshalling team will use radios to speed up internal flow, actively moving vehicles on.
3. If the problem persists for more than 5 minutes, a pre-prepared text message/app alert will be sent to all parents: "URGENT: School drop-off is at capacity. Please delay your arrival by 10 minutes or park safely off-site and walk in. DO NOT queue on Deighton Road.

Medium-Term Actions (If problems are “regular”)

If the daily logs show regular breaches, the following steps will be taken:

1. Pick-up/drop-off times will be reviewed,
2. A formal letter will be sent to all parents reminding them of the rules, the safety risk, and the legal requirement to keep the main road clear.
3. A formal letter will be issued to taxi drivers via school transport advising them of the same.
4. Repeat offenders (those seen waiting or parking in the loop) will be contacted directly and the school will request that their contract is reviewed.
5. A fifth marshal may be deployed to increase the speed of the system.

Long-Term Actions

If the above measures fail to resolve the issue, the school will formally consult with School Transport and request that routes and contracts are reviewed.

Communication and Review

This plan (including the site map) will be distributed to all parents in the School Welcome Pack before their child’s first day. It will be shared with taxi firms via school transport.

Parents will be required to sign a Home-School Agreement that includes a clause committing them to follow this traffic management plan. The school will request it be embedded into the contracts awarded by school transport.

The plan will be published on the school website, and regular reminders will be sent via school newsletters.

This plan will be formally reviewed by the school’s Senior Leadership Team and Governing Body:

- After the first 4 weeks of operation.
- At the end of the first full term.
- Annually thereafter (or as required by the monitoring log).

Any material changes to this plan will be submitted to the Local Planning Authority prior to implementation.