



The Manor
Preparatory School

Guidelines for the safe use of car parks at The Manor

The guidelines below on the safe use of the car parks will help to ensure that children, parents, staff and visitors all remain safe whilst on site.

General Rules

Please ensure these rules are observed at all times:

- The speed restriction of 5mph should be adhered to throughout the site
- Only park in designated parking bays
- Use all footpaths and designated road crossings
- Do not park in the roadway or at either of the designated drop off points
- No child should ever be left unsupervised
- Please respect the disabled parking bays

Visitors' Car Park / Drop off zone (by side of the Manor House)

This area is reserved for visitors only. There are also two disabled parking spaces next to the visitors parking. These spaces should only be used by parents or visitors who have a disabled badge.

We would encourage parents, with children in Years 1 to 4, to drop their children off at the drop off point outside the Headmaster's Study. If parents with children in Years 1 to 6 wish to park please use the main parents' car park.

Parents' Car Park (next to the playing fields)

The parents' car park which is next to the playing fields is the main car park. There is also a disabled parking space in this car park. We would encourage parents with children in Years 5 and 6 to make use of the drop off and collection point in the parents' car park. When collecting, if you cannot see your child please either drive around again or park until you see them.

Staff Car Park

The staff car park is for staff use only. If parents use these spaces it can delay staff getting to their classrooms in the morning or leaving at the end of the day. Part-time and peripatetic staff need access to these spaces at all times.

These important rules exist to ensure your safety and that of your child and so I ask that everyone adheres to them. Please do not hesitate to come and talk to me if you have any queries or concerns.

Thank you for your co-operation.

David Ramm, Bursar