



**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
- Please respect the disabled parking bays
- Do not park in the roadway or in the designated drop off point
- Only use footpaths and designated road crossings
- Avoid walking along the driveway between the front and back car parks
- No child should ever be left unsupervised

### **Visitors' Car Park (to the left 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.

### **Parents' Car Park (at the rear of the school site, next to the playing fields)**

The parents' car park which is next to the playing fields is the main car park. There are also two disabled parking spaces in this car park for use by disabled badge holders.

### **Drop Off Zone (layby in the Parents' Car Park, next to the main access gate)**

We would encourage parents with children in Years 3 to 6 to make use of the drop off zone in the parents' car park.

### **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