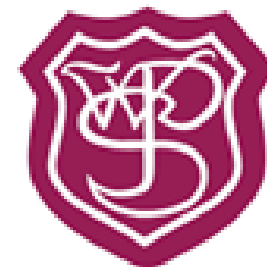


At WPS, we want the car park to be used for the safety and convenience of all pupils, staff and parents/carers. For this to happen, we need everyone to respect the attached procedures for safe and sensible use. The car park is a one way system with an identified entrance gate and exit gate



PLEASE SEE THE ATTACHED MAP OF THE CAR PARK FOR WHERE TO PARK:-

Drop off and pick up arrangements for Visitors, Parents and Carers

Staff will use the designated STAFF ONLY spaces within the car park wherever possible. These are marked on the diagram and labelled within the car park.

Visitors, parents and carers should use the spaces only around the outside of the car park. This allows for safe access to the pavement at all times and flow of traffic. All families are asked to use the pavement side of the vehicle where possible. Please park within a designated space only.

There are two blue badge spaces within the grounds and one out with the grounds. We do have families and staff that hold blue badges and require these spaces.

START OF DAY ARRANGEMENTS

Parents and Carers should use the areas only that allow safe drop off onto a pavement for families and children to walk on pavements to manned gate, the main entrance or the nursery.

- Priority access is given to School Transport. While the bus is dropping off pupils, there should be NO movement of other vehicles at this time.
- Late arrivals – all children should report to the main office door for registration. All schools follow West Lothian Council Attendance Policy 2022 which requires the recording of all late arrivals. Families who are consistently late will be contacted as per the policy.

END OF DAY ARRANGEMENTS

- Parents and carers should arrive NO EARLIER than 2.45pm and park in the spaces only. Every space should be utilised as per the markings. Engines should be switched off at all times when waiting.
- Once the school bus enters the car park, no further vehicles should enter until the bus leaves, with the exception of school transport taxis, Education staff or Operational Service Staff.
 - Once the bus and taxis leave, the gate will reopen to parents and carers.
 - The school day ends at 3.15pm and every effort should be made to collect your child at this time.
- Williamston PS staff will continue to man the car line gate until 3.30pm or the last child is collected. Thereafter, children should be collected from the office. Families of children repeatedly collected late (beyond 3.30pm) will be contacted.
 - Supervision is for the GATE ONLY. Parents and carers are asked to collect their child from the gate and walk them to the vehicle.

Final reminders: -

Be courteous. Our school values are respect, responsibility and kindness and we would ask this of our visitors and families as we would ask this of the children.

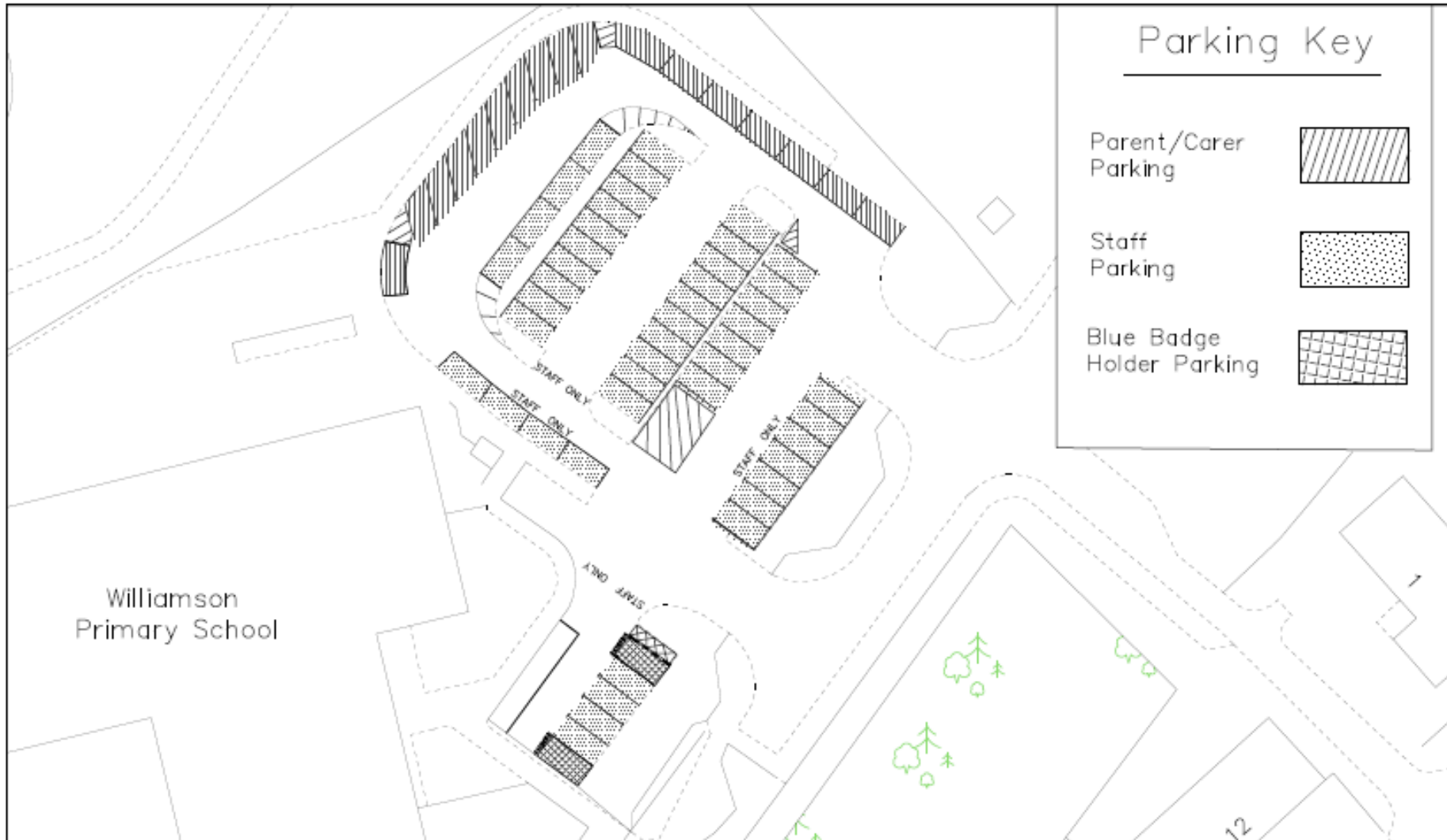
Where there are ongoing complaints from residents about speed and parking, they are advised to call police.


Where visitors are not following this guidance, they will be asked to leave the school estate.

In consultation with Williamston PS and Parent Council

Thank you for your continued support.





DATA LABEL:-		WEST LoTHIAN COUNCIL OPERATIONAL SERVICES		Williamson Primary School Bankton	
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			SCALE:- NTS	CHECKED BY:-	
			Drg. No.:-		