

**Rothwell Primary School**  
**Policy for the use of the Drive-through, drop off and Pick up Facilities**

Access to the drive-through road is from the entrance on Stone Brig Lane. Parents are permitted to use the bays to the right of the drive-through road, after the two disabled bays. The first four spaces are designated as drop/pick up bays and the rest are for parking. The main gates from Stone Brig Lane are locked from 9:30 until 3:00, for the safety and security of the children.

If you intend to use the parking facility within school, the following terms and conditions apply:

- All cars driven on site must not exceed a speed of **10 mph**.
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- Parking is only allowed in the bays beyond the cone - **the first 4 bays are drop off/pick up only**.
- Cars may not be left unattended in the drop-off bays - parents/carers must stay with their cars.
- The system is **one way** - cars enter via Stone Brig Lane and exit via Carlton Lane.
- There is **no pulling in on the left hand side of the drive-through** or turning round.
- Parents/carers should not park in the staff car park.
- Cars parked in the **disabled bay** must display a **disabled pass**.
- If there are no spaces, parents must drive back onto Carlton Lane and back round to Stone Brig Lane to park.
- **Under no circumstances must parents/carers stop to allow children to enter or disembark from their vehicle on the drive-through.**

There may be times when parents/carers are allowed to park in any of the bays (except the disabled bays) or in the staff car park, eg., when waiting for the return of coaches or during concerts, parent consultation evenings etc. Parents will be notified of these times.