



SCHOOL BUSES/SCHOOL DEPARTURE

Student safety is our main priority, and we want to ensure that all our students exit school safely at the end of the day; as a school community we all need to work together to achieve this. Please can you ensure that you follow the guidelines below to keep our students safe.

GUIDANCE FOR STUDENTS

1. If you **are not** catching a bus home at the end of the day, please can you ensure that you exit school via the slope in front of reception. If you are catching a bus, please wait on the paddock area and do not enter the bus bays until your bus has parked at the pavement.
2. No student should be on the traffic island in the centre of the bus bay. Students should only cross/wait in the designated area.
3. Students who park on site or in the Sixth Form parking area next to the contract bus waiting area **must not** exit these areas in their cars **between 3.30 and 3.40pm**, as this is the peak time for students crossing the carpark to access the buses.
4. When walking to and from school on Shiphay Lane, and/or to the trains at Torre station, **do not** walk on the road into the path of traffic. If it is very congested with lots of other students and members of the public, please just wait sensibly and patiently until it is safe to walk on the pavement in smaller groups.
5. If you need to cross the road, use crossings with traffic lights and do not dash across the roads.
6. Please do not arrange for driving instructors to meet you at school at the end of the day when the buses arrive to collect students.

GUIDANCE FOR PARENTS/CARERS

1. If you are collecting your child by car, please do not drive into Shiphay Manor Drive. This area is extremely congested at the end of school. Please arrange an alternative collection point.
2. Please be considerate of our neighbours and local residents; do not block driveways, park on the pavement or cause any obstruction.

GUIDANCE FOR STAFF

1. The school gates are closed between **3.40 and 3.50pm**, therefore, staff vehicles **will not** be able to leave the site each day at this time to minimise congestion in Shiphay Manor Drive.
2. Please check the Bus Duty Rota and arrive on time for your duties ensuring you have collected a high visibility jacket from reception. There will be a member of SLT on duty to support staff and students. Please ensure you are positioned at the correct area to supervise the students.
 - **Zebra Crossing before Paddock Gate:** At the zebra crossing leading onto the paddock to ensure safe crossing and exit of students. Cars should wait if necessary.
 - **Pavement Monitoring:** On pavement near paddock. Staff should ensure a safe and orderly boarding of the buses. TBGS staff also present in this area to support.
 - **Torquay Boys School Gate/TGGS Sixth Form Carpark:** Please ensure safe exit of pedestrians to the buses. Cars should wait if necessary; do not allow Sixth Form students to exit in their cars **between 3.30 and 3.40pm**. TBGS staff also present to support.
 - **TGGS Vehicle Entrance:** No TGGS or TBGS student to walk past our entrance. No TBGS student to enter TGGS premises. Gate closed **3.40-3.50pm** and vehicles are not able to enter or exit at this point.
 - Staff will remain on duty until the contract buses depart. If there is a delay with the contract buses the bus company will be notified and a member of SLT will remain on duty until the bus arrives.
 - If any student has missed the bus, please ensure they are escorted to Main Reception where alternative arrangements can be made for them.