

GENERAL GUIDE- DAY STUDENTS TAXIS

As part of our protective measures we will now be operating a drop off and collection system. You will have been informed of the drop off time and collection. Please **do not** arrive on site before this time as we will be signing in/out previous groups.

At the **allotted time** you will **join the queue** of vehicles. Please wait on the **left** allowing other cars to be able to pass you.

SINGLE STUDENT TAXIS:

You will be told to either pull into the hatched area at Reception or asked to go to the next Drop Off point. This will be clearly marked – please also see the picture on page 2.

MULTI STUDENT TAXIS

Your drop off time will depend on the students in your vehicle – you will drop all students and collect all students at the same time, you may also have two drop off points on site to go to – this will be dependent upon which students you have on board. This will be confirmed on the first day (arrival time will be the time of the earliest student arrival time of students in YOUR taxi, departure time will be the time of the latest student collection time of students in YOUR taxi).

Afternoon Collections: Do not Park and exit your vehicles on site. You need to remain in your vehicle and queue in the same way as you dropped off. The student(s) will be brought to your vehicle.

Below is all of the bubble start and finish times for your information:



PARENTS / SINGLE DROP TAXI / MULTI DROP TAXIS

You will be informed which “EXIT” to take.

If you have dropped off all the Students in your vehicle you will be asked to:

EXIT out of **GATE 1**
(normal exit)

If you have students to still drop you will be asked to:

EXIT out of **GATE 2**
(turn left just before the current exit)

