



# Ripon Grammar School

**From the Headmaster**

13 September 2024

Dear Parents and Guardians

I would like to remind parents and guardians of the following rules and protocols around drop off and pick up of students before and after school for the safety of all.

## **General Points:**

- Other than exemptions listed below, up until 4:30pm each day, **only members of staff are permitted to access the main drive and car park.**
- Students should not be driven onto the school site to be dropped off/picked up at any time before 4:30 pm, **including before 9 am.** This also applies to students delivered by taxi.
- Parents should use Clotherholme Road for parking and students should use the footpaths to enter/exit the school site.
- Due to heavy congestion along Clotherholme Road, particularly on Mondays, it is suggested that parents drop off and pick up their child some distance from the school. This gives the added health benefit of students walking to school. Alternatively, the bus park is usually available for pick up from 4:10pm (or 3:10pm on Mondays). Please observe usual road restrictions such as not parking on hatched areas.
- Students, other than boarders or students onsite for a specific activity, **should not arrive before 8:30 am** and should depart school by 5:00 pm. The library is available until 5 pm (4:30 pm on Friday)

## **The following exemptions to the General Points above apply:**

- Parents with students who require special access due to physical need. Taxis/cars may use the two designated disabled parking bays in front of the Clocktower. Please notify reception in advance so that duty staff know who will be using the main drive.
- **Boarding parents** may use the main car park/Johnson House parking to pick up and drop off boarders on Sunday evening [no time restriction], Monday morning [before 8:30am] and Friday evening [after 4:15 pm]. Please note Johnson House Drive is strictly closed to all vehicles between 8:30 am to 4:10 pm, Monday to Friday.

*Founded in Saxon Times, re-founded in 1555*

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- Parents who are visitors with an appointment in school may access the drive and main car park during the school day and park in the **visitor parking bay** in front of School House entrance.

**For all using the Main School and Johnson House Drives, drivers are requested to:**

- Stop at the bottom of the drive before proceeding onto Clotherholme Road.
- Observe the 5mph limit at all times on the drive and in the car park and turn on hazard lights.
- Proceed with caution over the two sleeping policemen and the raised zebra crossing – taking due regard for pedestrians using the zebra crossing.
- For those exiting the car park, give way to cars coming up the drive from Clotherholme Road by stopping at the give way point.

Thank you for your cooperation.

**Jonathan M Webb**  
**Headmaster**

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