



**Trinity Fields School & Resource Centre,**  
Caerphilly Road,  
Ystrad Mynach,  
Hengoed.  
CF82 7XW  
School No: 01443 866000  
Fax No: 01443 866045

**10.09.25**

## **Transport Management**

Dear Parents and Carers,

As promised, I write with some further information re: drop-off and collection procedures. This is particularly relevant for those who transport their children, but I hope it is useful information for everyone.

Our new pupils have now settled into school and there have been some changes to routes etc...We now have approx. 90 contracted vehicles coming into school on a daily basis. We have a robust traffic management plan and risk assessment in place to ensure the traffic management process is safe and as efficient as possible.

The traffic management plan (available on the website) is as follows:

- We now have full (ish) use of the car park once again (there are some skips in some parking bays)
- This means that we can now accommodate approx. 40 vehicles at any one time
- This means we can complete the drop off/collection procedure in 2 slots
- These slots are:
  - 08:45 - 09:00 & 14:55 - 15:10 (to arrive in the vicinity of school at approx. 08:30 & 14:45)
  - 09:00 - 09:15 & 15:10 - 15:25 (to arrive in the vicinity of school at approx. 08:45 & 15:00)
  - Parents can choose their time slot and arrive accordingly but please note we are trying to reduce the number of vehicles that arrive early and/or late (outside these times) as it becomes logistically quite difficult to ensure pupils are not waiting longer than they need to be.
- We are keeping the 'traffic lockdown' policy in place. This means there should be no moving traffic at the same time as moving pedestrians
- Vehicles entering/exiting the car park during drop off/pick up must listen to the members of staff coordinating the procedure
- We would prefer parents/carers to come into the car park to drop off/collect your child. This reduces congestion in the surrounding roads. However, if doing so, you must comply with this plan
- If you are currently picking your child up early from school, now might be an opportune time to extend this to fall in line with the normal hours of the school.

Your patience and support is once again hugely appreciated. If you would like to discuss any aspect of this letter, please don't hesitate to get in touch.

With best wishes

Dave Jenkins  
Executive Headteacher

