

Volunteer role information: Entrance

Thank you for volunteering!

STAYING SAFE



Wear a **ORANGE** Hi-viz vest at **ALL** times.

DO NOT stand in front or behind a moving vehicle

Be aware of uneven ground AND trip hazards.

Maintain a safe distance from traffic.

Ask a team lead or another volunteer if unsure

QUICK START

- Keep the entrance clear and visible
- Use simple, clear instructions when speaking to drivers
- Direct pedestrians to use our safe walkways at all times
- Be prepared to stop and redirect vehicles

Volunteer role information: Car Parking

YOUR ROLE

Check customers are at the correct car park before allowing entry.

This role is the first point of contact for customers, pedestrians and passing traffic

 See overleaf for Entrance Process and Customer Experience guidance.

 Perform regular H&S checks in your area ie pick up litter, debris etc.

WHAT WE'LL PROVIDE

- Hi-viz vest, litter picking equipment, etc. **Please use all provided equipment safely.**
- Portaloos, refreshments and bottles of water will be available too.

WHAT TO BRING

- Weather appropriate clothing
 - Closed toe footwear
 - Gardening gloves
- Limited shade is available. In hot weather please bring sun protection (hat, sun screen etc)

WHERE WE NEED YOU AND WHEN!

The rota will show where you need to be and when.
Please check the rota regularly as changes may happen.

ENTRANCE PROCESS

- 1. Slow approaching vehicles safely
- 2. Check the driver is at the correct car park - the driver should present a ticket.
- 3. If correct, direct driver to scanning point whilst ensuring pedestrian safety
- 4. If incorrect, do not allow entry and give clear directions to the correct location.
- 5. Keep traffic moving wherever possible , avoiding long stops or conversations in the road.

See overleaf for additional guidance.

NEED HELP?

- 1. **Traffic or customer issue:** contact team lead
- 2. **Unsafe situation:** step back and report to team lead.
- 3. **Incident:** escalate immediately.

CUSTOMER EXPERIENCE

- Be friendly, welcoming and visible.
- Provide clear, confident directions and instructions.
- Remind customers of car park closing times
- Expect questions from passing pedestrians and traffic as well as our customers!



Opening & Closing Times



Car park	Friday		Saturday		Sunday	
	Gates open	Gates locked	Gates open	Gates locked	Gates open	Gates locked
Church St	06:30	23:30	06:30	23:30	05:30	21:30
Green Lane	06:30	23:30	06:30	23:30	05:30	21:30
The Firs	06:30	23:30	06:30	23:30	05:30	21:30
The School	X	X	06:30	23:30	05:30	21:30

Please be respectful of our neighbours
when using our car parks

ENTRANCE GUIDANCE

CHURCH ST:

- The pedestrian entry and exit is through our 2nd field entrance. Pedestrians are **not** to enter or exit our carpark through the vehicle entrance when the car park is manned.
- The entrance to Church Close (right of our entrance) and The Farmhouse (left of our entrance) **must** be kept clear at all times. If any residents are wishing to enter or exit their drive they must be given priority

THE FIRS :

- If anyone parks near the Firs politely request they move on to help keep the road clear
- Traffic should be held until pedestrians are clear of pinch points on the drive (whilst the car park is manned).
- Firs residents or guests wishing to enter or exit should be given priority over customers and pedestrians

• THE SCHOOL:

- Any driver queries should be dealt with within the drop off area - **the A413 must be kept clear.**
- Any exiting vehicles must do so via the schools exit gate
- Pedestrians must not enter or exit the school grounds via the vehicle entrance

GREEN LANE :

- Green Lane is the only pedestrian entry and exit from our car park. Traffic should be held on the High Street until pedestrians are clear of any pinch points.
- Green Lane residents or guests are wishing to enter or exit they must be given priority over customers and pedestrians

ENTRANCE GUIDANCE - TICKET EXAMPLES

Silverstone School Parking
Parking Ticket

2026

SUNDAY - Church St

DRIVER'S SURNAME

Marsden

VEHICLE REGISTRATION NUMBER

P11wdm

VEHICLE MAKE/MODEL

BMW m440i

EVENT DATE

2026-07-05

CAR PARK OPENS

05:30

CAR PARK CLOSES

22:30

ORDER CODE/POSITION

G9MKB-1



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

Church St are yellow tickets.
Check the DAY is correct

Silverstone School Parking
Parking Ticket

2026

SATURDAY - The Firs

DRIVER'S SURNAME

Ahmed

VEHICLE REGISTRATION NUMBER

unknown

VEHICLE MAKE/MODEL

unknown

EVENT DATE

2026-07-04

CAR PARK OPENS

06:00

CAR PARK CLOSES

23:30

ORDER CODE/POSITION

3JQMB-2



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

The Firs are pink tickets.
Check the DAY is correct

Silverstone School Parking
Parking Ticket

2026

SUNDAY - The School

DRIVER'S SURNAME

Ince

VEHICLE REGISTRATION NUMBER

Wx19 wzk

VEHICLE MAKE/MODEL

Fiat

EVENT DATE

2026-07-05

CAR PARK OPENS

05:30

CAR PARK CLOSES

21:30

ORDER CODE/POSITION

VVBGM-1



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

The School are blue tickets.
Check the DAY is correct

Silverstone School Parking
Parking Ticket

2026

FRIDAY - Green Lane

DRIVER'S SURNAME

Bedworth

VEHICLE REGISTRATION NUMBER

YB67YED

VEHICLE MAKE/MODEL

Mazda CX5

EVENT DATE

2026-07-03

CAR PARK OPENS

06:30

CAR PARK CLOSES

23:30

ORDER CODE/POSITION

PLUY3-2



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

Green Lane are green tickets.
Check the DAY is correct

DIRECTIONS TO OUR OTHER CAR PARKS

You may get asked about Silverstone car parks - if so direct drivers to the nearest Event traffic marshal. They can be found at the White Horse / Crofts junction or Whittlebury Rd roundabout.

CHURCH ST

- From Green Lane: Turn around at Murswell Lane, back down High St, left at Crofts / White Horse, car park is on the left
- From The Firs: Travel down little London, right at Crofts / White Horse, car park is on the left
- From The School: 1st right onto Little London, right at Crofts / White Horse, car park is on the left

THE FIRS :

- From Church St: Straight on to the Crofts / White Horse, turn left and straight onto Little London, The Firs is on the left.
- From Green Lane: Turn around at Murswell Lane, back down High St, turn left onto Little London after the Church, The Firs is on the left.
- From The School: 1st right into Little London, the car park is on the right.

THE SCHOOL (via Whittlebury Rd):

- From Church St: Straight on, turn left at Crofts / White Horse junction and follow road. At roundabout turn left, follow road and the school is on the left.
- From Green Lane: Turn around at Murswell Lane, back down High St, follow road to roundabout turn left, follow road and the school is on the left.
- From The Firs: Direct to the main road, turn left, school is on the left

GREEN LANE :

- From Church St: Straight on, turn right at Crofts / White Horse junction, follow road, car park is on the right
- From The Firs: Travel down little London, straight on at Crofts / White Horse junction, car park is on the right
- From The School: 1st right into Little London, straight on at Crofts / White Horse junction, car park is on the right