



Car park and Traffic Management Policy

2021-22

Document owner: Mr Brooke

Date Approved	
Review Date	
Approved by which committee	
Chair of Committee Signature	

<u>Admin use only</u>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	





School Address: Dudley Street, Bilston, Wolverhampton, WV14 0AU

School Contact Number: 01902 558570

Site - grounds of Loxdale Primary School

1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents/carers and others who come onto the site of Loxdale Primary School, including visitors (both pedestrians and people in vehicles), about the site rules.

Loxdale Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care and exercise caution when in the school grounds and follow these instructions to avoid risk of injury.

The safe arrival and dispersal of our children is a matter of great importance to us all, and parents are encouraged to ensure that their children to act safely by their advice and own example.

For the safety, health and welfare of our children, we actively encourage walking and cycling to school where feasible.

2. Pedestrians

The main entrance to the school grounds is via the pedestrian only zone (Nettlefolds way). From here there is a pathway leading to the entrance of the school building and pedestrians should make sure that they use this safely. Pedestrians **MUST NOT** access the school via the Dudley Street entrance.

Pedestrians should take care around the front of the building as there is also vehicular access in this area for deliveries, waste collections and parents/carers drop off points (at specific times during the day).

3. Staff Car Park

The car park is for staff only and is clearly marked. All staff are authorised to park in this car park and no parking permits are required. However, access is controlled by way of fob/key pad access to prevent unauthorised parking.

4. Official Visitors

There are a number of car parking spaces located near the entrance to the staff car park. These are strictly for the use of official visitors only and are not allocated for parental parking or drop-off and collection. In addition, there are two disabled spaces which are to be used by drivers holding a blue badge only.

Official Visitors are authorised to park in the visitor car parking spaces

Access into the school during the day is only permitted through the main entrance. All visitors must report to the school office and sign in before going anywhere in the school.



Visitors are required to leave a note of their registration number with the School Office if parked in the visitor car parking spaces. On departure, visitors should sign out at the office and leave the building by the main entrance door (Reception).

If visitors need any advice on access or parking before their visit it is required that they call the school office on:

01902 558570.

6. Disabled Parking

There are two disabled parking spaces and only individuals with a blue badge are authorised to park here. Should there be no spaces available, those who hold a blue badge are also authorised to park in the visitor car parking spaces by the staff car park.

7. Speed Limit within the School Grounds

All users are expected to act responsibly on the site and drive with caution and care and within the speed limit of 5mph.

8. Parking outside the School Grounds

It is important that the school is a good neighbour to local residents. Parents/carers are encouraged to act responsibly by not parking on any road markings, obstructing access points to streets, garages and driveways, not parking in private roads and not parking near the junctions which could endanger pupils and other road users.

It has been agreed that Parents/Carers travelling to the school by car, may park on Morrison's Car Park as long as this does not create an availability issue for the supermarket and is subject to appropriate drivers conduct. Please note: In the interests of highway and pedestrian safety, parents should not park on marked areas along Dudley Street and should not mount the curb in the area at any time due to the high volume of pedestrians at drop off times.

9. Parking within school

THERE IS NO PARKING OR DROP OFF FACILITY FOR PARENTS/CARERS WITHIN THE SCHOOL GROUNDS UNLESS THE PARENT/CARER OR CHILD HAS AN IDENTIFIED DISABILITY OR SIGNIFICANT SPECIAL NEED. IN ORDER TO ENSURE APPROPRIATE FACILITIES ARE AVAILABLE, THIS WILL NEED TO BE DISCUSSED WITH THE HEADTEACHER IN ADVANCE.

An annual audit of the Car parking safety arrangements and permissions that have been granted will be undertaken during the Summer Term with a view to any changes coming in to effect in September of the same year.

The most recent audit undertaken in Summer term 2021 identified the following amendments to our car parking safety measures:



- Parents and Carers will only be permitted to drive on to the school grounds if the parent/carer is both a Blue Badge holder; and will be required to exit the vehicle when escorting their child in to school. Where the Blue Badge holder is not required to exit the vehicle because an able bodied person is escorting the child in to school, we will expect the same parking arrangements to be followed as for all other parents/carers.
- Parents/Carers who have been granted permission must use the carpark in a respectful manner. This includes driving with due care and attention at all times, not driving at excessive speeds, or ignoring road markings, not double parking or parking outside of a designated space, not using Disable parking bays without a blue badge, keeping noise to a minimum (music/exhausts). Parents/carers who fail to follow the above requests may have their permission revoked.
- Parents and Carers who are not Blue Badge holders but feel they have a legitimate reason for requesting permission to use the school carpark, may do so by sending their request via email to loxdaleprimaryschool@wolverhampton.gov.uk stating clearly the reasons for your request and the duration that the permission is being requested.
- All permissions will be time limited and should be reviewed annually. This review will be undertaken during summer term each year.
- Parents/Carers who have been granted permission to use the school carpark will be sent a letter with a Parking Pass which must be available to be produced upon request. Therefore, it is important that the school holds the correct address details for parents/ carers.
- Parents/Carers whose permission is being revoked following the recent audit will be notified of the decision by email.

10. Breakfast and Tea-Time Club Parking

There are several designated parking spaces for Breakfast and Tea Time Club. However, these spaces will only be available between the hours of 7:30 am- 8:15am and 4:45pm- 6:00pm. At any other time, parents/ carers will need to use the pedestrian entrance via Nettlefolds Way.

11. Monitoring of compliance against this plan

These rules have been put in place to ensure the safety of all children and this is of paramount importance to us all.

The issue of car parking is closely monitored and practices are in place to raise awareness. This document will be reviewed annually and awareness raised regularly through the website, School Assemblies, Staff Meetings and Governor Meetings.

There will be the occasional presence of the local Police Support Officers and Governors to monitor compliance to this plan.

Copies of this document have been given to school staff, parents and carers.



Copies are also available from Reception and on the school website.
If there are any concerns about traffic safety within the school grounds, they should be reported to the Head Teacher and the Chair of Governors.
For further information, please contact:
Reception: 01902 558570/email address: loxdaleprimaryschool@wolverhampton.gov.uk

11. Reason for Re-Issue

This policy will be reviewed by the Senior Leadership Team and Full Governing Board in line with the overall policy timetable which is yearly.

13. Policy Agreed:

Chair of Governors Date.....

Head Teacher..... Date.....

Adopted by Governing Board date:

Next Review Date Sept 2022

Monitoring and review

This policy is monitored by the Governing Board and will be reviewed annually.

Signed:

Date: