



Traffic and Transport Around School Management Policy

Document owner: Mr Brooke

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Approved by which committee	Full Governing Body

<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 all other modes of transport), 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 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. Bicycles/e-Bikes and scooters/e-Scooters)

Pupils, Parents, Visitors, and Staff are asked to dismount their bicycles/scooters once they enter the pathways of the school grounds. Due to the volume of foot traffic at the start and end of school, no Bicycles/Scooters are permitted beyond the double gates on to the field and playground.

The school has provided a Bicycle storage and scooter storage pod at the entrance of the school. Pupils, Parents, Visitors, and Staff may use the Bicycles/Scooter storage facilities and do so at their own risk. We strongly encourage the use of a secure lock at all times.

3. Pedestrians

The main entrance to the school grounds is via 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 **MAY 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).



4. Staff Car Park

The car park is for staff only and is clearly marked. All staff are asked to park in this car park to ensure that the visitor parking spaces are free. No staff parking permits are required. However, access is controlled by way of fob/keypad access to prevent unauthorised parking.

5. 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

Visitor 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.

In accordance with 'The Blue Badge Scheme: Rights and Responsibilities in England', **Blue Badges can only be used when the badge holder is in the vehicle** and is either being picked up or dropped off. Therefore, we can only allow vehicles on to the school grounds if the Blue Badge holder will be required to get out of the vehicle. If the Blue Badge holder intends to stay in the vehicle while a non-disabled person gets out to drop-off/collect a child, this would be seen as a misuse of the Blue Badge. The Blue Badge Scheme Guidance advises that a Blue Badge is intended to allow the holder to park close to where they need to be in order to reduce walking distance.



blue-badge-rights-responsibilities.PDF



A few examples of an incorrect use of a blue badge could be:

- A grandparent (or any adult), who holds a blue badge, driving onto site so that parents/carers themselves can collect their child from school.
- Borrowing a blue badge from a friend or relative.

If the blue badge holder is a dependant (i.e. younger child) who cannot be left unattended, the school may allow access to the school car park as it would be reasonable to expect that the child would be getting out of the car with the parent to collect the older children. However, if another parent is present in the car meaning that the Blue Badge holding younger child can be supervised in the car and therefore does not need to exit the car, it would be considered reasonable for the school to ask the driver to park outside of the school grounds and drop-off/collect their older child in the same way that all other parents/carers do.

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 into effect in September of the same year.



Parents/carers that have been granted permission to drive on to the school grounds are requested to follow the rules below:

- 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 exiting the vehicle to escort their child into 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 Disabled 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 issued with a Parking Pass which must be available to be produced upon request.
- Parents/Carers whose permission is being revoked following the recent audit will be notified of the decision by email.
- Where Parents/Carers wish to request ad-hoc access to the visitor carpark, they must gain pre-approved permission before bringing their child to school. Any drivers without pre-approved permission requesting access at the gate will be declined.



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 are available to school staff, parents and carers 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.....

Monitoring and review

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

Signed:

Date:



Appendix 1 - Exert from the Department for Transport Official Guidance 'The Blue Badge Scheme: Rights and Responsibilities UK

Your responsibilities as a Blue Badge holder

You must use the Blue Badge properly. The badge and its concessions are for your use only.

It is a criminal offence for you or anyone else to misuse the badge. Doing so could lead to a £1,000 fine and confiscation of the badge. Making sure that the scheme is not abused will benefit genuine badge holders, such as yourself.

If you are using the parking concessions as a passenger, it is your responsibility to make sure that the driver is aware of all the rules set out in this guidance.

You must never give the badge to friends or family to allow them to have the benefit of the parking concessions. You must never use a copied badge to park or try to change the details on a badge.

The badge remains the property of the issuing local council. They can ask for the badge to be returned if it is being misused.

Who can use the badge?

The badge is for your use and benefit only. It must only be displayed if you are travelling in the vehicle as a driver or passenger, or if someone is collecting you or dropping you off and needs to park at the place where you are being collected or dropped.

Don't allow other people to use the badge to do something on your behalf, such as shopping or collecting something for you.

- You must never give the badge to friends or family to allow them to park for free, even if they are visiting you.
- You should not use the badge to allow non-disabled people to take advantage of the benefits while you sit in the car.
- It's a criminal offence to misuse a badge. This includes people other than the badge holder taking advantage of the parking concessions provided under the scheme.