

St Peter's Anglican/Methodist V.C Primary School



Unlocking our potential for life - long learning

TRAFFIC MANAGEMENT PLAN – JULY 2014

School Address	Bank Road Pilning South Gloucestershire BS35 4JG
School Contact Number	01454 631137

Site – grounds of St Peter's 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 St Peter's Primary School, including visitors (both pedestrians and people in vehicles), about the site rules.

St Peter's 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, please encourage your children to act safely by your advice and example.

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

2. Pedestrians

There are pavements leading to the school entrance and pedestrians should make sure that they use these safely and avoid spilling on to the road.

There is also a small zebra crossing from the bus stop to the school entrance. This road is in use when staff require access to the After School Club, kitchen deliveries etc. Please ensure you/your children take care when crossing this road.

3. Car Parks

There are 2 car parks within the school grounds for the use of staff and official visitors only (detailed as follows).

4. Staff Car Park

The top car park (nearest to the school) is for **staff only** and is clearly marked.

All staff are authorised to park in this car park and hold a parking permit. This is displayed at all times on the dashboard.

5. Official Visitors – Car Park

The bottom car park (by the gates) is strictly for the use of **official visitors and school staff only**.

It is not for the use of parents/carers to drop off/pick up their children from school.

Official Visitors are authorised to park in the lower school car park within a designated parking space and must book on site through the school office. Access into the school 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 school car park. 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, please call the school office on 01454 631137.

6. Disabled Parking

There are two disabled parking spaces and individuals with a blue badge are authorised to park here. Should there be no spaces available and **you hold a blue badge** you are also authorised to park in the lower car park by the school gates.

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

Parents/Carers travelling to the school by car (if not using the morning drop off zone) are required to park on Bank Road or surrounding area. Bank Road has sufficient parking but can become congested at the beginning and end of the school day.

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.

9. Drop Off Zone

There is a drop off zone within the school and this can be used by parents **in the morning** for **quick** drop offs. This area is clearly marked and is the only area within the school grounds where the children can quickly disembark.

This zone is not to be used if you are unable to move on quickly for various reasons ie, child needs reassurance, child not ready to exit vehicle etc. Should this be the case you must park on Bank Road and escort your children in to the school grounds. You must not leave your vehicle unattended at any time within the drop off zone.

If you wish to use this zone:-

- Ensure your child/ren are ready and can leave the vehicle quickly
- Ensure your child/ren exit the vehicle on to the kerbside not the road
- Only drop off children within this zone once the school gates are opened and a teacher is present to ensure the safe entry in to the playground (approximately from 840 hours).
- Do not drop off children outside the drop off zone within the school premises
- Do not use this zone at the end of the school day (only for morning use)
- Do not use the bus stop/staff car park as a drop off zone

10. Bus Stop

There is a bus service operating within the school twice a day. This area is reserved for buses/coaches only and is not to be used for any other purpose.

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: 01454 631137/email address: office@stpetersprimary.co.uk

12. Reason for Re-Issue

This policy will be reviewed by the Parking Group and Full Governing Body in line with the overall policy timetable which is yearly.

Date	Reason re-issued	Version
July 2014	New policy first issue	Version 07_2014

13. Policy Agreed:

Chair of Governors Date.....

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

Version 07/2014	Date
Taken to FGB	15 July 14
Adopted by Governing body	15 July 14
Next Review Date	July 2015