

**Car Park Policy**

 **(NON-STATUTORY)**

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| **Review Date:** | **Reviewed by:** | **Amended?** | **Ratified:** |
| March 2019 | C Taylor |  |  |
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| **Other Information:** |  |

**Contents**

Statement of intent

1. Safety controls

2. Staff parking

3. Parent parking

4. Traffic strategies

5. Suggested walking routes

6. Injuries due to traffic

7. Damage to vehicles

8. Monitoring and review

**Statement of intent**

Ladybridge Primary School is located in an area unable to accommodate large traffic volumes from parents and staff. The aim of this policy is to reduce congestion and traffic volume around the school area – minimising disturbance to our local community and helping to ensure the safety of staff, pupils and parents.

Ladybridge Primary School aims to eliminate instances of:

• Cars entering the school site at peak times when pupils are arriving/leaving.

• Cars stopping or parking on the restricted ‘yellow marked’ areas outside the school.

• Cars stopping or parking on pavements.

• Cars driving along pavements.

• Drivers behaving irresponsible and causing unnecessary obstructions.

Staff, parents and pupils are asked to adhere to this policy to ensure a safe environment for all.

Copies of this policy will be made available to all parents, staff and visitors via the school website, and pupils’ responsibilities will be reinforced through termly whole-school assemblies.

1. **Safety controls**

The following safety controls are in place:

* A 5 mph speed limit applies on the school site.
* Parental vehicles are not permitted to access the site between 8.20 am to 9.15 am, and 3.15 pm to 3.45 pm unless prior approval has been given by the school office.
* Pupils are not permitted to access the car park.
* Visitors requiring access to the car park must report to the school office.
* Cars must never be parked in front of the school gates.
* Staff will inform their visitors to site of parking restrictions (times and control regarding parking at the bottom of the car park)
1. **Staff parking**

The school has 26 parking spaces, and 2 accessible bays for staff with disabilities (badge must be displayed).

No charge will be made for using the school car park.

Staff must ensure they park in a marked bay and take into account how long they will be staying on site.

Double parking at the bottom of the car park is allowed for staff who know they will not be leaving site until after 5.00 p.m. Do not park at the bottom of the car park if you are leaving school at any point before this time.

Staff members may park on the top car park adjoining the school, provided any parking notices are adhered to.

Staff may leave the car park during lunch hours but must ensure that they pay due care and attention to potential hazards.

If staff members can walk or cycle to school, they are encouraged to do so.

Emergency access points must remain clear at all times.

Staff must inform the school office of the make, model and registration number of their car.

When asked to move their vehicle, staff must do so as soon as possible and without complaint. Failure to do so may lead to parking privileges being revoked.

Staff may not leave their car on school grounds during holidays / weekends / overnight.

1. **Parent parking**

The school has no parking spaces available to parents. If you have a disability please speak with the school office who will try to assist in an amenable manner.

Parents may not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities or the leasing of school buildings/facilities.

Parents may park on the roads adjoining the school, provided that parking notices are adhered to.

Parents should never park in front of the school gates as emergency access is required at all times.

Parents should:

• Respect our neighbours and do not park across their driveways.

• Leave plenty of time for their planned journey.

• Try to utilise the traffic strategies the school has made available.

• Leave the car at home where possible and walk instead.

Parents should not:

• Rush to arrive just before or at school opening times.

• Be put off from walking to school due to cold or wet weather.

• Drive up to the school gate.

• Stop on the restricted ‘yellow marked’ areas outside the school.

• Park or drive on pavements.

• Block driveways or ‘double park’.

1. **Traffic strategies**

The school has implemented the following traffic control strategies:

• Staggered drop-off time from 8.50 am.

1. **Suggested walking routes**

There are several footpaths on the estate that link to the school. If you would like a footpath plan, please ask the school office.

1. **Injuries due to traffic**

If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school does not accept any responsibility for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

1. **Damage to vehicles**

Damage occurring to staff members’ or visitors’ vehicles whilst on school property will not be considered the responsibility of the school, unless the damage occurs due to a lack of adequate supervision of pupils by staff, in which case, the school will accept responsibility.

1. **Monitoring and review**

The business manager is responsible for the monitoring and review of this policy.

The policy will be reviewed every three years.

Any incidents occurring during the school year will be evaluated and appropriate action will be taken to amend the policy accordingly.