



Car Park Policy 2019

Reviewed: September 2021

Review date: September 2024

(Reviewed timing of vehicle gate opening due to extended school day Sept 2023)



Oak Hill First School Car Park Policy

Statement of intent

Oak Hill First School is located in an area unable to accommodate heavy traffic 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.

Oak Hill First School aims to eliminate instances of:

- Cars entering the school site at peak times when pupils are arriving/leaving.
- Cars stopping or parking on any restricted areas outside the school.
- Cars stopping or parking on pavements.
- Cars driving along pavements.
- Drivers behaving irresponsibly 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 assemblies.

1. Safety controls

1.1. The following safety controls are in place:

- A 5 mph speed limit applies throughout the school site.
- All cars must be parked in allocated spaces.
- Pedestrians, including pupils, are not permitted to access via the car park.
- Visitors requiring access to the car park must comply with school rules.
- Cars must never be parked in front of the school gates.

- Vehicles are not permitted to drive onto the school site between 8:20am – 9am and 2:45pm – 3:15pm. Gates are closed during these times and visitors are asked to park off site and enter through the pedestrian entrance.

2. Staff parking

2.1. The school has a number of parking spaces, including an accessible bay(s) for staff with disabilities. Senior leaders use 6 allocated bays at the front of the school. If there are insufficient bays – teachers have priority allocation

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

2.3. Staff with disabilities requiring reduced walking distances should use the allocated accessible bays (a blue badge must be displayed within the car) – this is on the front car park.

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

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

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

2.7. Emergency access points/yellow grids must remain clear at all times.

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

2.9. Staff 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.

2.10. Staff may not leave their car on school grounds during holidays.

2.11. The use of the back car park is on a first come first served basis.

2.12 To reduce the risk of injury the vehicle gates are not in operation between 8:20am - 8:50am and 2:55pm - 3:20pm

3. Parent/carer parking

3.1.. With exception of a disabled bay and a visitors bay, the school has **no** parking spaces available to parents/carers. Parents/Carers may apply for a Temporary Parking permit in this bay on medical grounds if the child has temporary mobility issue. The Headteacher will determine the period of time that this facility is available for. An expiry date will be recorded on the permit. The long term use of the disabled bay is for pupils (blue badge on display).

3.2. The car park gates are closed and monitored by a staff member at the start and end of school to ensure pedestrians do not access via the car park and the car park is not used by parents/carers.

3.3. Parents/carers should:

- Maintain an efficient, courteous and safe manner.
- Respect our neighbours.
- Leave plenty of time for their planned journey.
- Leave the car at home where possible and walk instead or park further away and walk a short distance

3.4. Parents/carers 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 any restricted areas outside the school.
- Park or drive on pavements.
- Block driveways or 'double park'.

4. Injuries due to traffic

4.1 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.

4.2 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.

5. Damage to vehicles

5.1 Damage occurring to staff members' or visitors' vehicles while 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, in which case, the school will accept responsibility.

6. Monitoring and review

6.1 The policy will be reviewed every four years.

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