

Merryhills Primary School - Car Park Plan Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

AIMS

The governors of Merryhills Primary School seek to provide a safe and secure means of access to the school for pupils, staff and visitors by controlling vehicular access to the site and ensuring the school car park is used safely and responsibly.

The Policy

This policy is part of the school's Health and Safety Policy and will be reviewed bi-annually. Copies will be made available to parents, staff and visitors via the school website and the children's responsibilities reinforced through termly whole school assemblies. To ensure safe access to school for pupils, staff and visitors the following safety controls apply:

- A 10 mph vehicle limit applies throughout the site.
- All drivers must exercise due care and attention when manoeuvring in the car park.
- Staff members must have registered their car details with the School Business Manager before using this facility.
- There is to be no double parking.
- Visitors are encouraged to use nearby parking locations (see map below) but if they park in the car park they must register their car details in the Visitors Log Book at the School Office. Visitors will not have access to the car park during peak times 8:30 – 9:00 am and 3:15 to 3:45 pm.
- There is no parking on the grass verges.
- Please note registered 'blue badge' holders are permitted to park on roads outside of school with yellow lines for up to three hours as long as there are no loading restrictions present.
- Delivery vehicles are to follow the deliveries sign along the driveway into school.
- Cyclists and scooter users should dismount when accessing the school site.
- Mobility scooters to use the footpaths and should not exceed 5 mph.
- The car park will be monitored and staff and visitors are encouraged to report any concerns to the school office.
- If this policy is consistently ignored a ban to the site will be imposed (or disciplinary action taken in the case of a staff member) as a result of the safety of the site being compromised by non-compliance.
- Users of the school car park do so at their own risk. Merryhills Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- Visitors (such as contractors) requiring access to the playground or other areas of the site should report to the Site Manager for authorisation and subsequent escorting onto the playground.
- Vehicles must park in parking bays only. The Headteacher reserves the right to ask for cars not parked in allocated spaces to be moved.
- Bays must not be reserved at any time, unless the Headteacher has given a specific instruction.

- Rubbish from cars must not be disposed of on the floor of the car park.
- Do not smoke in your vehicle. The School premises are a smoke free zone and therefore smoking is not permitted in the car park.
- The car park will be closed in severe weather conditions (eg snow, ice).

The governing body together with the Headteacher reserve the right at any time to change the terms and conditions and will provide sufficient notice to staff of any changes made.

To support this policy the school (including the governors) have the following responsibilities:

- To ensure this policy and its application is monitored. The Headteacher has the discretion to change the pattern of use or even withdraw the permission to park on the school site to individuals or groups if it is felt that the safety of the pupils, staff or visitors is being compromised. If this policy is consistently ignored a ban to the site will be imposed (or disciplinary action taken in the case of a staff member) as a result of the safety of the site being compromised by non-compliance.
- To provide reinforcement of this policy to the children through a termly whole school assembly.
- To ensure the paths are kept clear of hazards and ensure all pedestrian gates are open.
- To encourage parents and children to walk or cycle to school.
- To provide appropriate signage, lighting and line marking.
- To make this policy available via the school's website.

To support this policy parents/carers have the following responsibilities:

- Parents/carers are not permitted to use the school car park.
- Parents/carers are responsible for their children on the school site and they should supervise them at all times.
- Parents/carers to model this approach to safety for children coming to school independently.
- Parents/carers to keep the school access clear including the gates and emergency exits.

To support this policy children have the following responsibilities:

- To follow the instructions of his/her supervising adult when accessing the school.
- To dismount from his/her cycle or scooter when accessing or leaving the school.
- To lock his/her cycle or scooter securely in the cycle racks provided.

'Park & Walk' Location: (see map)

Jolly Farmers Car Park, Enfield Road, EN2 7QS



We have an agreement with the Jolly Farmers pub that parents can use the pub car park at the beginning and end of the day to bring and collect their child to and from school only during these times providing the car park is not overwhelmed. Please note that customers of the pub will take priority for parking spaces should the need arise.

This policy was reviewed by the Governing Body November 2015.

The next review date is May 2018 unless legislation dictates otherwise.

Revised 22 January 2018

Ratified by Governing Body 22/01/18