

Car Park Policy

Principles

It is the intention of the school to reduce the amount of travel to site by car. This includes parents, staff, visitors, delivery drivers and contractors. This policy does not encourage staff to travel to school, with the exception of two members of senior staff and the Principal to allow easy access or exit in relation to the meetings attended off site.

Purposes

- To ensure that the staff adhere to the conditions of the school travel plan
- To discourage staff to rely on cars to make their journey to and from the school throughout the academic year
- To reduce the need for staff to park in residential streets surrounding the school
- To create a fair system which gives all car users the chance to park on site

GUIDELINES

All employees of the school must be made aware of the School's travel policy and all staff must have an individual travel plan, agreed by the Principal, which details how they travel to and from the school site.

Policy Statement

The school has at all times discretion over the allocation of car parking spaces on the school site.

Parents are not allowed to bring their cars into the drive or park in the school car park.

Administration of Car Parking on site

There are 9 car park spaces on the school site. Allocations of spaces will be made on the following basis:

Car Park Space	Allocated to
1	Disabled badge user
2	Disabled badge user
3	Principal
4	Senior Leader
5	Senior Leader
6	Allocated
7	Allocated
8	Allocated
9	Allocated

Places allocated to members of the senior leadership team

The Principal has the discretion to allocate 2 spaces to members of their senior leadership team. If there aren't two members of staff who fit this criteria, the places will be allocated by those who drive cars. Senior leaders must adhere to the conditions set out in this policy and may have their permission to park revoked if they fail to do so.

Places allocated to staff members

The school has 4 car parking spaces it has the discretion to allocate to staff members, Monday to Friday during term time only. Once staff have been allocated a place they may keep their space until the end of each school year. Each school year, with possible new staff joining, the allocation of places may be changed based on distance from home to school.

Places allocated to visitors

Visitors are permitted to park on site with the prior permission of the Principal. If permission has not been sought, the Principal has the discretion to permit parking. Visitors with prior permission will be granted priority over those without.

Parking on site at weekends.

Members of staff who are also key holders are permitted to park on site at weekends with the permission of the Principal. Records of weekend parking will be kept and monitored by the Principal. Staff must ensure the premises are securely locked during and after their visit to the school site.

Management Responsibilities

The Principal is responsible overall for the management of car parking on site, in accordance with the Trust Board's policy. The Principal may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the car parking process.

Car parking on site will take place at the discretion of the Principal. If the Principal has any concern about whether a particular car park user, she will consult with the CEO, who is empowered to determine the issue on behalf of the Trust Board.

An annual report on car parking will be made to the Trust Board and will include information on users, incidents and accidents.

Access and Security

Vehicle access is from the Colne Road entrance with electronic gates. Car park users have
The Principal has delegated authority to determine the security risk for each car parked and will be responsible for ensuring the safety and security of pedestrians and visitors also using the car park area.

Car park users must arrive at site before 8.30am. All other traffic movement during the school day must be kept to a minimum and will be monitored by the Principal.

For reasons of safety, children and parents are not allowed to use the driveway entrance. A walkway footpath has been provided for such use.

Conduct of Car Park Users

Drivers should proceed slowly within the car parks at all times. Staff and visitors are expected to act responsibly on the site when parking and accessing the school building. This includes parking which does not obstruct access to the building for other users, obstruction of emergency vehicle access by parking on the driveway and the consideration towards other users in gaining access to their vehicles.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. The school will only accept deliveries between 10.00 hrs and 13.00 hrs and 14.00-15.00hrs when pupils are inside the building or playgrounds to reduce the likelihood of any accidents.

Drivers must be aware that they are working in a school environment and exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

Where the contractor is on site to carry out works by prior arrangement, please call the school Reception in advance to agree the most suitable parking location and time.

Insurance

Car park users are responsible for ensuring their vehicles are adequately taxed and insured. Vehicles will be parked at the owners risk and the school can accept no responsibility for any damage caused whilst parked on the school site.

Version Control

Version	Date Approved	Changes	Reasons for Alterations
1	May 2016		
2	April 2018	Staff allocation	
3	August 2021	Staff allocation	Full staff team; more staff travelling from farther distance

I have read this Policy and agree to abide by it and the terms and conditions outlined in the School's Car Park Policy

Staff name _____ (Signed) Date _____

Approved By: _____ (Signed) Date: _____