

Valley Road Primary School

School Car-Park Policy

Valley Road Primary School takes the health and safety of pupils and staff seriously. This policy has been formulated with the pupils, staff, visitors and deliveries in mind.

Whilst the school cannot control parking outside its boundaries, parents of children attending the school are asked to park within the law and with consideration for other road users, pedestrians and our immediate community.

The following generic safety controls apply:

- A 10-mph vehicle limit applies throughout the school site.
- All drivers must exercise due care and attention when manoeuvring and must conduct a visual risk assessment.
- Cars must be parked in the allocated spaces.
- Parking is at the user's own risk and responsibility is not accepted for accident, damage or loss.
- Visitors and contractors should report to the school office on arrival and must complete the school visitor's book.
- Access for grounds maintenance is covered within the contract between the provider and the school.

Monitoring

This policy is reviewed annually in conjunction with the Health and Safety audit. The application of this policy is monitored and can be amended if it is felt that safety is being compromised. This policy is disseminated:

- To all staff, annually
- To parents through the school website and newsletter.
- To new staff via the staff induction process.
- Cygnets will share this policy with their staff annually

Parents

Parking within the school is restricted to staff and official visitors. Parents/guardians must not use the carpark as a drop off at any point during the school day until after 4pm unless with prior agreement from Valley Road school. This applies to parents with children at either Valley Road or Cygnets Nursery. Parents must not park on the zig zag lines in front of the school.

We ask that parents and carers please help us to ensure that our children are kept safe.

Our school entrance and car park area are problematic and demand care and vigilance. Parents must park safely on the roads leading to Valley Road School and walk with their children into the grounds and on to the playground or on to the office to register their child (if arriving late) or on to Cygnets.

Children and/or Parents MUST NOT walk up the drive and then behind parked vehicles. To do so is dangerous and could contribute to a child developing bad habits. All parents (including Cygnets parents) must use the footpath.

Access between the carpark and the school grounds is through keypad-secured gates which are locked between 9am to 3pm. Children have no access to the car park during the school day unless supervised by an adult to board the minibus.

Official Visitors

Visitors and contractors who park in the carpark are responsible for ensuring that the school office is made aware of their vehicle registration. Visitors should not block in other vehicles and must adhere to the designated car-parking bays. The school accepts no responsibility for damage, loss or accident.

Staff

Members of staff must park courteously. Teaching Staff must park within the designated parking bays for teachers. Non-teaching staff may park in any of the available spare spaces. If none are available, staff will park on Valley Road or as near to the school as possible.

Staff parking next to the school must not park so near to the building as to make it difficult for people to use the walkway next to the building.

Any member of staff intending to leave their vehicle overnight or during the weekend must inform the school office. The school accepts no responsibility of liability whatsoever for any damage caused by any means to vehicles parked on the school grounds, their contents or persons travelling as passengers to drivers.

There is one designated parking space for the Cygnets leader.

Waste Collection

The waste and bins collection bins are collected from the school site on a Monday and a Friday.

Delivery Vehicles

Wherever possible deliveries are requested to arrive outside school drop off and collection times.

Minibus

The school minibus will be parked in a designated space on the school site

Pupils will board and leave the minibus using the designated walkway (minibus policy)

To support this policy the school will:

- Provide reinforcement of this policy to the community each term through newsletters.
- Ensure that paths and walkways are clear of hazards.
- Provide appropriate signage, lighting and line marking.
- Encourage parents and children to walk to school or park and walk.

Thank you for your co-operation in keeping our children safe.