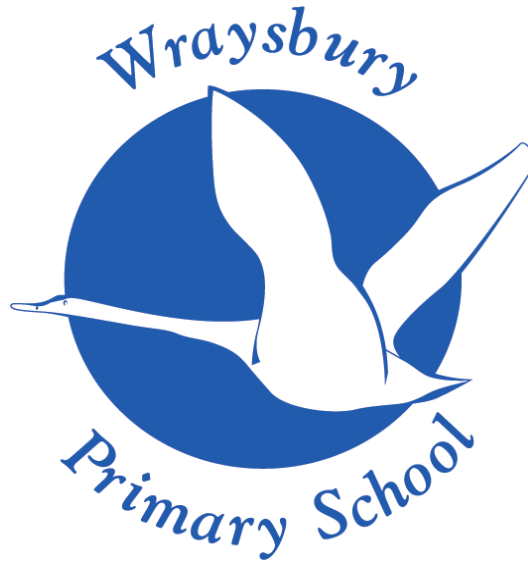


# Parking and Cars on the School Site Policy



Welley Road  
Wraysbury, Staines  
TW19 5DJ

Headteacher: Mrs A Fox

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## WRAYSBURY PRIMARY SCHOOL – PARKING AND CARS ON THE SCHOOL SITE

### **Intent**

The issue of cars on the school site is primarily a Health & Safety issue. The school has a comprehensive Health & Safety policy which is available in the school office. This policy is designed to ensure that the safety of pedestrians is paramount and that access for the emergency services is maintained at all times.

### **Implementation**

- The Headteacher (or deputy) is responsible for implementing this policy within the school.
- The Headteacher (or deputy) will investigate any accident on the school site (or incident where personal injury could have arisen) and take appropriate corrective action.
- The Caretaker/Premises Manager will, wherever possible, monitor cars entering and leaving the site other than at normal times.
- Office staff will use the CCTV to see if spaces are available prior to opening the gates for visitors. They will also check to see where visitors have parked as they may be taking a staff members space and they are expected back imminently

### **Electric Gates**

The school has electric gates at the entrance to the staff car park which can help to limit the amount of vehicles in the car park. The gates are closed from 8.00am – 3.45pm. Teaching staff are given a key fob to open the gates outside of these times.

### **Speed on the school site**

From the point of leaving Welley Road/Waylands and entering the school the speed limit will be 5 miles per hour.

### **Permitted Cars**

The only cars permitted to enter and park in the school staff car park are as follows

1. Those belonging to employees of the school
2. Those belonging to visitors who are attending a meeting in the school.
3. Delivery/contractor vehicles
4. A vehicle where the driver has a valid disabled badge
5. A vehicle of a parent/carer for a child with exceptional needs which requires them to be removed from the car within the confines of the school site
6. Those cars as defined below.

### **Gap Club**

1. Vehicles relating to Gap Club or its employees will be permitted access to the school site only between 7.15 and 7.45am or after 2.30pm and must park in an un-numbered space not blocking any gates or in any of the yellow zig-zagged areas.
2. Cars dropping off/collecting children at Gap Club will be permitted access to the school site only between 7.15 and 7.45am or after 4.00pm and must park in an **un-numbered space** not blocking any gates or in any of the yellow zig-zagged areas.

### **Lettings / After School Activities**

Cars belonging to those using the school for lettings will be permitted access to the school site only after 2.45 pm on school days.

### **School Meetings/ Events**

Where a school meeting is held after school in the evening (after 4.00pm) cars will be permitted onto the school site and may be directed to park on the KS2 playground.

### **Parking on the school site – where to park**

- Only vehicles belonging to employees of the school, visitors to the school, those running clubs/events in school, may park in the staff car park between 7.00am and 7.00pm.
- All cars should be parked within the marked bays.
- The disabled parking space should only be used by drivers who have a valid disabled badge and mobility is an issue.
- If a passenger has a disabled badge, they will be able to wait in the reception area whilst the driver goes and parks in an offsite space.
- Other visitors/members of staff with a blue badge can park in an un numbered space and staff may have a reserved space authorised.
- Members of staff who are in for only part of the school day (Berkshire Maestros, Sports Coaches, etc) will be allocated a space if available. If there are no spaces available, they are expected to park off site.
- Supply cover teachers should use the parking space of the teacher they are covering for that day.
- Where parking is allowed on the junior playground (indicated by the gate being open) for evening events, cars should be parked in such a way as to maximise use of space without blocking others in.
- Under no circumstances should cars be parked on the bus stop outside school, zigzag lines or blocking the gate access to the staff car park.
- Permanent members of the teaching staff will be allocated a numbered parking space. The Caretaker may park outside the bungalow.
- Spaces for other members of the school staff are on a first come first served basis and are in the un-numbered spaces.
- Pupils can park their bikes and scooters in the scooter pods or bike racks.

### **Cars of visitors to the school bungalow (term time)**

Cars belonging to visitors to the school bungalow should only be brought onto the school site before 7.00 am, and after 7.00pm on a week day during term time.

### **Collection after school trips**

When a school trip returns to school, those parents/carers collecting should not enter the school site but park elsewhere or in Waylands, keeping access to the school gates clear and should walk onto the school site.

### **Outside the school site**

- a) Waylands – There is an RBWM car park for parents, visitors and staff to use in Waylands, adjacent to the junior playground. The pedestrian gate will be open between 8.30- 8.40am and at 3.05 pm for the end of school. The gate will be locked again and re-opened as appropriate for any extra-curricular clubs that are scheduled. The pedestrian gate area should be kept clear for the RBWM Home School Transport Bus.
- b) When parking on the roads around the school, parents/visitors/staff should park sensibly and considerately, not blocking our neighbours' drives, not too close to a junction or on the white or yellow zigzags.
- c) The George Pub kindly allows parents to park in its car park for the morning drop off (not the afternoon drop off).
- d) The Village Hall Car Park is a good place to park, as parents and children can then walk and use The George gate.
- e) On street parking in Ousley Road can also be used for visitors, staff and parents.

### **Review**

This policy will be reviewed bi-annually by the governing body.

The School has a Travel Plan which should be read in connection with this policy.