



Car Park Policy

(From 1st January 2017)

The welfare, health and safety of **all** the stakeholders who learn and work in our school are of the utmost importance. The Governing Body of The Dell Primary School takes responsibility for and is committed to the health and safety of pupils, staff, parents, community partners and visitors to our site.

The school has worked hard to create a safe environment and establish clear rules for accessing the car park. These have been communicated regularly and routinely and these improvements have been warmly welcomed by all parents who have expressed a view. However these arrangements are frequently ignored and this is when personal convenience is put before the safety of others and, of course, the school cannot condone or turn a blind eye on issues that affect safety and well being. In the past 12 months incidents that caused concerns included altercations between drivers, school bus being blocked in by cars and emergency vehicles being unable to access the car park because of parking by parents which contravened our very clear arrangements.

Car parking at the beginning and end of the school day is a problem for most primary schools. Children and parents arrive and depart in a relatively short period of time and this causes congestion. As Monmouthshire's biggest primary school we employ a large staff. In addition, every day we work with and welcome a number of individuals and colleagues from a range of organizations both as visitors and as workers at different times of the day.

The school is concerned that poor parking practices in our car park could lead to one of our children, members of staff or visitors being **hurt, seriously injured or even killed**. The aim of this policy therefore, is to ensure that the car park is used safely and responsibly, creating a safe and secure means of access to the school for everybody. These rules provide a range of opportunities for parents to drop off and collect their children safely while addressing risks posed by vehicles on the site.

As a part of our commitment to Healthy Schools, the school encourages staff, parents, carers and visitors to **walk or cycle** to school whenever possible. Cycling Proficiency instruction is provided for Year 5 and 6 pupils.

Right to Access and Use The Car Park

The school has 27 parking bays in the main car park. There are four additional parking spaces adjacent to the school kitchen and waste compound. There are not enough spaces to accommodate the number of staff who work in the school each day.

In addition there are two disabled parking spaces and a bay for the school bus to park and where pupils can alight and board safely.

Staff

There is no legal requirement or contractual obligation for the school to provide parking for any employee including the headteacher. Staff are able to use a parking bay if it is free to park their car for the time they are in work. If there are no spare parking bays, staff are not permitted to park elsewhere on the school site, in visiting staff bays, in the bus bay or disabled bays.

The advice for all staff is that if they cannot park in a staff bay they should park off-site. This might involve a delay which could impact on their ability to commence their duties. It is the responsibility of staff members to ensure that they are able to commence their duties and terms of employment in good time.

These arrangements apply to regular staff attending the school as part of a letting arrangement or sport provision.

Visiting Staff

There is no legal obligation for the school to provide parking for any visiting staff. Regular visiting staff will be advised of the above arrangements for school based staff. Visitors who come to the school occasionally and briefly may park in the bus bay but must not use this bay before 9.05am or after 3pm.

Midday Supervision Staff

Because these staff members attend the school for a short period of time in the middle of the school day they may park a staff bay or in the bus bay if there is a space. If there are no spaces, they must park off-site.

Contractors

There is no legal obligation for the school to provide parking for contractors. However because their attendance is usually of an urgent nature and often requires the movement of equipment and tools, they may use the bus bay to park after 9.05am and must vacate this space by 3pm.

Visiting Parents

Parents who come to school to drop off or pick up their child during the school day may park in the bus bay for the duration of their brief visit. Visiting parents are required to close gates behind them.

Dropping Off in the Morning

Parents may access the car park to drop their child off for Breakfast Club before 8.40am. They should park in the bus bay area and once their child has entered the school, should leave immediately. **Parents must not park in staff bays at any time.**

Disabled Drivers

Monmouthshire County Council have determined that the school should provide two parking spaces which are for the sole use of disabled drivers who display a 'blue badge'. If these spaces are in use, no other blue badge holders are entitled to bring their vehicle onto the school site. If the on-site disabled bays are full, the closest residential streets for parking are opposite the school.

There is disabled parking outside Hanbury House on Welsh Street and in the library car park as well as in Chepstow Leisure Centre car park. Detailed guidance blue badge holders is available at <http://www.disabledmotoring.org/blue-badge/blue-badge-reforms>.

Only vehicles displaying a Blue Disabled Badge may park in disabled parking bays at any time. Disabled badge holders are not permitted to park on yellow lines on the school site. Disabled badge holders are only permitted to park in available designated disabled bays.

Home to School Transport

Each day a number of pupils travel to and from school by bus and sometimes by taxi. These services, when provided by Monmouthshire County Council, are entitled to access the site and park in the school's bus bay.

Places where cars must not be parked

- Where parking is reserved for disabled permit holders;
- In the yellow hatches emergency lane or on yellow lines
- Where parking would endanger, inconvenience or obstruct pedestrians or other road users. If you do your car could be removed by the police.
- No vehicle must ever 'double park' as this restricts access.

Accessibility Passes

For the past few years the school has operated an Accessibility Pass system for drivers who are subject to short term conditions which do not qualify them for a blue disability badge. There is no longer the capacity to provide spaces for this purpose so this system will be withdrawn on 1st January 2017.

Alternative Off Site Parking

The school is not responsible for providing off-site (or on-site) parking or approving places for visitors and staff to park. If you are not permitted to park on the school site or if there are no staff spaces available then please seek alternative parking on neighbouring roads. Alternatively parking is available at Chepstow Leisure Centre, a 3 minute walk further up Welsh Street (turn right out of the school gate) and parking is also available in one of the town car parks which are between 3-5 minutes walk down Welsh Street (turn left when exiting the car park gate).

Please help us maintain good relations with neighbours by always parking considerately and reasonably.

Supervision

Access to the car park at peak times will be overseen by parent volunteers who work in support of and under the direction of the school. They will close the school gate between 8.40am when Breakfast Club closes and 9.05am after the start of the school day. They will only allow access to staff, Blue Badge holders (if Disabled spaces are available) and the school bus and taxi.

Similarly the school gates will be locked from 3pm to 3.40pm and access will only be granted to the above groups.

The parent volunteers will work within the school grounds at all times and will be identified by hi-visibility jackets. They will pass on concerns of abuses of the car park provision to the Headteacher but will not get involved in discussions in-situ about how the policy is implemented. Their activities are covered under the school's public liability insurance. The rota will be coordinated by a parent leader to ensure coverage. Pupils will not be allowed to take part in any kind of volunteering with their parents.

Temporary Changes to Parking

During periods of work in school it may be necessary to reduce the capacity of the car park and limit the number of available spaces for staff. The school will give due notice to parents, staff and all regular and occasional site users in order that they make appropriate arrangements to attend the site or to get their child to school in good time.

Exceptions

Lack of availability of spaces and temporary changes to parking availability are not acceptable reasons for contravening this policy.

School responsibilities:

- We will ensure paths are clear of hazards and all pedestrian access, including zebra crossings, is kept safe and free from cars.
- We will encourage all stakeholders to walk or cycle to school whenever possible.
- We will provide all appropriate signage, lighting and line marking in the car parking area.
- We will make a copy of **The Dell Primary School Car Park Policy** available to all stakeholders and place a copy on our website.
- The headteacher and governing body reserve the right to withdraw permission to park on the school site to individuals or groups, if it is felt that the safety of pupils, staff and visitors is compromised by the persistent ignoring of safe car parking practices.

Parents, carers, staff and visitor responsibilities:

- Parents/carers are responsible for their children to and from the school site and should supervise them, as appropriate, at all times.
- Parents/carers, staff and visitors should role model a responsible approach to safety around the car park area.
- Parents/carers, staff and visitors should keep the school access clear, including the gates, crossings and emergency exits.
- All drivers should observe the Highway Code and driving regulations when in the school car park.

Additional Information

- All drivers must exercise due care and attention when manoeuvring in the car park.
- A 5 mph vehicle limit applies throughout the site.
- Please park responsibly in the school car park and in line with the school Car Park Policy
- Vehicles must park in the designated parking bays only. Drivers contravening the policy will be asked to move their vehicle.
- No parking on the grass verges, pavements or zebra crossing.
- The Dell Primary School is a smoke free zone. It is illegal to smoke anywhere on the school site.
- The Dell Primary School is a dog free zone, please do not bring dogs or other pets on the school site or leave them tied to the pedestrian gates where children pass close by.
- When walking from the car park to the school, please use the footpaths provided.

Safety in the car park is monitored by the Head Teacher and Site Manager and images are recorded by CCTV. Staff, parents, carers and visitors are encouraged to report any concerns to the school office.

This policy was adopted by the governing body on 29th November 2016. It will be monitored on an ongoing basis.



School Car Park Policy Code of Conduct for Parent Volunteer Team

- The school's 'In' gate will be manned by school staff from 8.40am (end of Breakfast Club drop off) until 9.05am. In the afternoon, the gate will be manned by a member of the Parent Volunteer team from 3.10-3.40pm.
- When the gate is manned, access is restricted to:
 - Drivers presenting school 'Staff', 'Visiting Staff' and 'Kitchen Staff' passes*
 - School Bus
 - School Taxi ('R&M' Home-school contracts)
 - Blue Disabled Badge holders*

*Only if designated bays are available

- All school staff know that if there are no eligible parking bays available, they must park off site.
- Blue Disabled Badge holders are not permitted to park anywhere except allocated Disabled bays.

Parent volunteers:

- will only stand and operate INSIDE the school gate and will not cross to the pavement in order to comply with insurance conditions;
- will always wear high-visibility vests when supervising the gate;
- will act courteously and in accordance with the school's values and behaviours;
- should do all they can to avoid confrontation;
- should refer disgruntled drivers to the car park policy on the school's website and suggest any complaint is made in writing to the headteacher;
- will provide details of aggressive drivers or those who contravene the car park policy to the headteacher via the office;
- will not allow their children or other children to stand with them or take part in voluntary work at the gate;
- must not use cameras to record potential parking or road traffic infringements relating to the school site or access;
- must not comment or 'disapprove' of any driver actions outside of the school gate/boundary;
- must not act in any way which could be perceived as intimidatory to parents, drivers or visitors;
- do not have powers to refuse entry and should avoid conflict.

Notes

- After School Club staff can be identified by 'Mathern Day Nursery' logo on their uniform.
- Blue Badge Holders must be present in the car when badge is being used.
- Only R&M taxis currently hold Monmouthshire CC home to school transport contracts. All other taxis are essentially private cars in the context of access and cannot access the site.
- Please be understanding if a member of staff has lost their badge. It is better to allow access, take their name then mention to office than to outright refuse. Either way, if there's no space available they know they cannot park on site.

Thank you for supporting the school and keeping the car park safe