



# **St Mary's Catholic Primary School**

## **Car Park Policy**

## **St Mary's Catholic Primary School**

*'providing a Christ centred setting whereby all can live out the messages of Jesus with love, understanding and care'*

### **Car Park Policy**

*The Academy Reps are committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.*

#### **AIMS**

The Academy Reps of St Mary's Catholic 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 assemblies. To ensure safe access to school for pupils, staff and visitors the following safety controls apply:

- A 5mph 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.
- Other community users such as Academy Reps and club leaders may use the car park before 8.30am and after 4.00pm.
- All visitors are encouraged to use nearby parking locations (see map) but if they park in the car park they must register their car details in the Visitors Log Book and the School Office.
- There is one disabled bay available on the car park (if a staff member is disabled then this will automatically be used by that staff member).
- Please note that registered 'blue badge' holders are permitted to park on yellow lines for up to three hours as long as they are not causing an obstruction.
- No deliveries will be accepted from 8.30am to 9.00am, and 2.45pm to 3.15pm
- 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/parents/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 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. St Mary's 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.
- Rubbish from cars must not be disposed of on the ground 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 Academy Committee, together with the Principal, 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 Academy Representatives) have the following responsibilities:**

- To ensure this policy and its application is monitored. The Health and Safety Committee 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 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 to parents, staff and visitors via the school's website.

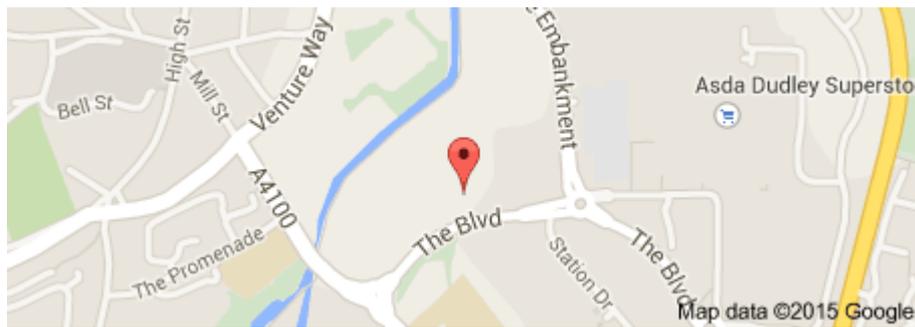
**To support this policy parents have the following responsibilities:**

- 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.
- Parents/carers are not permitted to use the car park for turning cars around on the driveway.

**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 at the top of the school drive way and push the cycle or scooter to this point when leaving.
- To lock his/her cycle or scooter securely in the cycle racks provided.
- We have a few spaces for bikes to be kept at their own risk. Please provide your own bicycle lock and helmets must be worn when cycling.

**‘Park & Walk’ Location: (see map)**



**KFC**



**Next Home**

We have an agreement with KFC that parents can use their car park at the beginning of the school day to bring their child to school, providing the car park is not overwhelmed, and an agreement with Next Home to use their car park at the end of the school day.

*This policy was introduced by the Health and Safety Committee in March 2015.*

*The next review date is July 2015 unless legislation dictates otherwise.*