Haynes Lower School
& Nursery

School Parking Policy

Policy Review:

This Policy will be reviewed bi-annually.

Reviewed	**June 2025**
Next Review	**June 2027**

Haynes Lower School & Nursery takes the health and safety of pupils and staff seriously. This policy has been formulated with the pupils, staff, visitors and deliveries in mind.

This document forms part of the risk assessment for the safety of everyone entering or leaving the school site. Parents and carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times.

We always encourage pupils to walk to school or to come by bike/scooter and we urge you to encourage this where possible to minimise parking problems but more importantly to protect the environment for your children and hopefully your children's children.

Pedestrians entering our site must keep to the pathway and not walk across the car park area.

Children are permitted to ride bicycles and scooters to school and use the bike/scooter racks for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site and keep to the pathways. They are not to cross the car park. We encourage every child to wear a bike helmet when cycling or scooting to school.

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 5 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 sign in on our visitor management system, Inventry.
- 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 pupils each term.
- To parents through the school website and newsletter.
- To new parents as part of the school's induction pack.
- To new staff via the staff induction pack.

Parking outside of School

Please observe the parking regulations outside the school grounds. Please be courteous to our neighbours and don't block the road or park in a way that causes an obstruction or increases hazard to other road users or pedestrians.

Parents

Parking within the school is restricted to staff and official visitors.

Parents/carers should not use the car-park as a drop off at any point during the school day.

We ask that parents and carers please help us to ensure that our children are kept safe. Our school entrance and car park area is problematic and demands care and vigilance.

Parents arriving late must park on the road and walk with their children through the car park to the office to register their child/children. Children MUST walk with their parent and MUST NOT cross behind parked vehicles unattended. To do so is dangerous and could contribute to a child developing bad habits.

Nursery – Lunchtime Collection and Drop Off

Parents dropping children off for the afternoon Nursery session and parents collecting children from Nursery at lunchtime will need to access the Nursery entrance by walking through the car-park. Everyone must remain on the paths and children **MUST** walk with their parent at all times.

Exceptional Circumstances

Although we do not permit parents use the school car park, we do understand that there are some exceptional circumstances for our families. For example, it may be that a parent is suffering from a certain illness, or an injury or perhaps are in recovery after surgery and in these situations we are of course happy to help and support.

If any parent feels that they have an exceptional circumstance, they should discuss this with the Head Teacher. Permission will be given at the Head Teacher's discretion. Any permission given is only for a **limited** time only. This will be reviewed on either a 2 or 4 weekly basis depending on the exceptional circumstance.

When meeting to discuss the parking, we ask that Parents sign our Parking Charter (see Appendix 2).

Official Visitors

Visitors and contractors who park in the car-park 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.

Staff arriving after the gates are shut are able to open the gates to access the car-park but must close the gates promptly.

Should a member of staff need to leave early they should only do so if they have visually risked assessed the situation and are responsible for ensuring that the gates are closed after them.

Staff must park within the designated parking bays.

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.

Waste Collection

The waste collection bins are collected from the school site every week on a Tuesday.
Recycling bins are also collected on a Tuesday on a fortnightly basis.

Delivery Vehicles

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

To support this policy the school will:

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

Appendix 1 – The Blue Badge

The guidelines below refer to The Blue Badge scheme and Blue Badge holders. However several points apply to all users of the car park.

The guidelines have been informed by the Department of Transport's, "Blue Badge Scheme: Rights and responsibilities in England."

1. A Blue Badge is intended to help the disabled to park close to school, either as a passenger or driver.
2. If a Blue Badge holder requests to use the School's car park, it will be assumed they have a legitimate reason.
3. The Blue Badge is allocated to the holder and not the vehicle. It is for the holder's use and benefit only.
4. The Blue Badge holder may be the driver of the vehicle or a passenger.
5. The Blue Badge is intended for an on-street parking only. Off street car parks, such as those provided in local authority, schools or hospital car parks etc., are governed by separate rules outlined in these guidelines.
6. The school car park is private property. The use of the School's car park for both Blue Badge holders, and the non-disabled is at the School's discretion.
7. The school retains the right to deny access to any member of the public, particularly if there are any staff and pupil safeguarding issues or the users are misusing the concessions and privileges.
8. The car park is essentially used by staff and they are authorised users. Unless they are registered disabled and Blue Badge holders, they will not be authorised to park in the designated places for the disabled.
9. Parents, who are not disabled and Blue Badge holders, should not use the car park.
10. Blue Badge holders are reminded that it is a criminal offence to misuse the badge on the public road. This includes people, other than the badge holder, taking advantage of the parking concessions and privileges provided under the scheme. The School will not condone any misuse of the badge within the school grounds. (Please refer to the legitimate use of the Blue Badge at the end of these guidelines).
11. If you (the holder) are using the parking concessions as a passenger, we remind you that it is your responsibility to make sure that the driver is aware of the School's guidelines.
12. The Blue Badge holder is reminded not to use the badge to allow non-disabled people to take advantage of the benefits and concessions while you, the badge holder is sitting in the vehicle. (Please refer to the legitimate use of the Blue Badge at the end of these guidelines).

The school provides one (1) car parking spaces for the disabled and Blue Badge holders.

There are registered disabled pupils in school. Therefore if the designated space is occupied by Blue Badge holders, other vacant designated parking spaces may, at the school's discretion, be allocated temporarily, provided other vehicles, exits and entrances to the building are not blocked. Holders of Blue Badges are asked to make themselves known to the school. They are obliged to identify

themselves to members of staff in school, if they wish to use the car park regularly and they will be provided with a copy of these guidelines.

If you or your child are awarded a Blue Badge and you wish to use the school car park, please contact the school. Proof of your Blue Badge will need to be supplied.

If more than one family will need the space at the same time for dropping off and collection, the school will accommodate this as best they can, which may include a staggered start time. If a staggered start time is required, this will be communicated to parents when permission is granted.

As more than one family may need to use the space, waiting in the designated space is prohibited.

Blue badge holders using the car park for dropping off or collecting children may access the car park between 8.45am – 9.00am and 3.15pm – 3.30pm. Access at other time will be at the discretion of the Head Teacher.

The School reserves the right to challenge any member of the public who wishes to gain access to the School's car park and this includes Blue Badge holders who are drivers or passengers of vehicles.

Holders are asked to display the Blue Badge when they park in the school's car park, where it can be clearly read through the front windscreen. The badge must be displayed if you (the holder) are travelling in the vehicle in the car park as a driver or passenger, or if someone is collecting you (the holder) or dropping you (the holder) off and needs to park at the place where you (the holder) are being collected or dropped.

Blue Badge holders are asked to note that the School reserves the right to refuse admission to the car park if the Blue Badge holder is either not present in the vehicle or is not a pupil in school.

We will strive to be fair-minded with all Blue Badge holders, but there may be occasions when we will refuse access to the car park. Specifically if:

1. The Blue Badge holder is not present in the vehicle as a driver or as a passenger.
2. The Blue Badge holder has not previously identified themselves to the school staff.
3. The Blue Badge holder is not visiting on school business.
4. The Blue Badge holder or driver has been frequently challenged for reasons outlined below.

<u>We would challenge access to the car park if:</u>

1. The vehicle containing the Blue Badge holder is blocking access to, or egress from, the school site for example, blocking gates.
2. The occupants of the vehicle including the Blue Badge holder are breaking a School/Local Authority rule or regulation for example: smoking in the vehicle, playing loud music, causing a nuisance or abusing staff, children, parents or authorised visitors.
3. The Blue Badge is not clearly displayed in the vehicle.
4. Where the Blue Badge holder leaves the school grounds, leaving the vehicle on the car park.

Legitimate Use of the Disabled Car Park Spaces by Blue Badge Holders:
Vehicles will be allowed access to use the designated disabled car park spaces for any of the following reasons:

1. Where the Blue Badge holder is a pupil, member of staff, trainee, governor or authorised visitor, their vehicle can use the designated car park space for collecting or dropping off purposes.
2. Where the Blue Badge holder is not as mentioned in point 1 above, but is the driver, they can use the designated car park space for collecting or dropping off purposes.
3. Where the Blue Badge holder is visiting on school business for example meetings with staff, or concerts etc., their vehicle can use the designated car park space.

Important

With reference to points 2 & 3 above and concerning pupils and non-disabled drivers and additional passengers:

In the interests of fairness, the School reserves the right to refuse access to vehicles containing the Blue Badge holder, if a non-registered disabled parent/carer or authorised adult is the driver or additional passenger in the vehicle. This exception is on the grounds that we would assume the non-disabled driver or passenger would be able to collect, drop off or wait for their child in similar ways to other non-registered disabled parents/carers or authorised adults and not benefit from the concessions and privileges allowed to legitimate users.

Appendix 2 – School Parking Charter

We ask all parents/carers that have been given permission to use the car park on a temporary basis due to exceptional circumstances to follow these agreed protocols.

* A 5 mile per hour speed limit applies throughout the site.
* All drivers must exercise due care and attention when driving and manoeuvring in the car park.
* The disabled bay is only to be used by registered disabled badge holders.
* There is to be no parking on designated walk ways.
* Access for emergency vehicles must be maintained at all times.
* Users of our car park do so at their own risk. Haynes Lower School & Nursery will not accept any responsibility for damage, accident or loss to vehicles or their contents.
* All users of our car park are to be polite and courteous at all times. Please give consideration to other users of the car park.
* All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school.
* In the event of any incident in the car park, governors will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.
* Use of our car park will be regularly reviewed (usually every 2-4 weeks). Parking on the school site is a privilege and **not a right.** This may be withdrawn by the Governors if they feel that the safety of the children is being compromised by inappropriate use of our car park.
* At each review, the Parking Charter will be signed and completed. Evidence of medical procedures or a blue disabled badge may be required.
* Car park gates are kept closed. We ask that parents given permission to use the car park pull up sensibly and open the gate and then close it behind them. Should they not be able to, due to significant injury/illness/disability, we ask that you make contact with the school office who will be happy to assist.
* When dropping off or collecting children, parents/carers are asked to come to the main entrance and adhere to the normal school timings (unless otherwise agreed). For the morning, between 8.45am – 8.55am and in the afternoon, 3.15pm for Nursery, 3.20pm for Reception and 3.30pm for the remainder of the school. If the parent is physically unable to get out of the vehicle for whatever reason, the office staff will be happy to escort your child(ren) to the car (prior arrangement only).
* Where a staggered start time has been provided for use of the disabled space, users are not allowed to use the space outside of the times given to allow all those permitted fair use of the space.

Parents are invited to write down details of the exceptional circumstance and why the use of the car park is needed.

Name: …… Date: ……

Signature: ……