



Folly View
PRIMARY SCHOOL

SCHOOL CAR PARK POLICY

Author	Operations Officer	Committee	FLT Resources
Date Approved/ Review Cycle	September 2022 / 1 year	Review Date September 2023	Jul 2022
Version	0.1		1 of 6

Folly View Primary School

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School Car-Park Policy

Introduction

Folly view Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Folly View 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.

The school community are asked to **walk to school** wherever possible, if you have to come by car, try to share trips with neighbours or friends, observe the traffic regulations here and in the surrounding residential roads.

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 school has a duty of care to its neighbours. Parking on restricted areas or mounting the grass verges or pavements is a traffic offence.

Folly View Primary school site has a large car park with:

- 34 staff parking spaces
- 2 visitor parking spaces
- 2 disabled parking spaces
- 2 EVC parking spaces (*These will be additional visitor parking spaces until the chargers are installed. This will be a chargeable service to any staff who wish to charge their vehicles during the school day.*)

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:

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- 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.

Parents

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

Parents/guardians should not use the carpark as a drop off at any point during the school day.

Parents must **not** park in front of the school, with the exception of the allocated drop off zone.

Parents must use the school vehicle turning point to turn their vehicle and must not park in the turning point area at any time.

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 within the law and with consideration for other road users, pedestrians and our immediate community and walk with their children 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.

Legitimate Use of the Disabled Car Park Spaces by Blue Badge Holders:

The Blue Badge scheme includes people with 'hidden disabilities', such as people who are autistic, have a learning disability, dementia or a mental illness.

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 a pupil, member of staff, trainee, governor or authorised visitor their vehicle can use the designated car park space for waiting purposes.
3. Where the Blue Badge holder is not as mentioned in points 1 and 2 above, but is the driver, can use the designated car park space for collecting or dropping off purposes.
4. Where the Blue Badge holder is not as mentioned in points 1 and 2 above, but is the driver, their vehicle can use the designated car park space for waiting purposes.
5. 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 3 & 4 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

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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.

Nursery – Lunchtime Collection and Drop Off

Parents dropping children off for the afternoon Nursery and Pre-school session and parents collecting children from Nursery and Pre-school at lunchtime will need to access the nursery entrance and children **MUST** walk with their parent at all times.

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 in one of the 34 staff parking spaces.

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 and recycling bins are collected from the school site every week.

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

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

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