

# Car Parking Policy

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Approved By	
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Notes	



Brookside Primary School

Championing Children's Potential

## POLICY STATEMENT

**We do not expect parents to access the car park in any vehicles between the hours of 8am and 4pm.**

The governors of Brookside 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.

Car parking is seriously restricted outside the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration and respect for the safety of pedestrians, other road users and the immediate community.

Brookside Primary School works in conjunction with the Oadby Safer Neighbourhood Team and the Leicestershire County Council camera car patrol.

This policy will be reviewed on an annual basis.

**To ensure safe access to school for pupils, staff and visitors the following safety controls apply:-**

- Care should be observed at all times when children are crossing the road.
- At no point is the school car park to be used by parents/carers either dropping off or picking up children from the school unless by prior arrangement with the headteacher. This applies between the hours of 8am and 4pm.
- There is NO vehicular access to the site between 8am and 4pm unless a parking pass has been authorised and issued by the headteacher. The school gates will be shut during this time to protect the safety of pupils, staff and visitors.
- A 5mph vehicle limit applies throughout the site.
- Cycling is not permitted on site. All cyclists must dismount before entering premises.
- All drivers must exercise due care and attention when manoeuvring in the car park.
- All cars must be parked in the allocated spaces.
- The car park is monitored.
- Users of the school car park do so at their own risk. Brookside Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- Visitors (such as contractors) requiring access to the car park or other areas of the site should report to the School Office.
- The entrance with electric gates is for vehicular access only.
- All pedestrians must use the designated pathways.
- Double parking is not permitted on site.

- Staff and governors may park on site if a designated car parking space is available.
- The Senior Leadership Team and designated members of staff have the right to ask drivers to remove their vehicle if they deem their conduct is unsafe.
- Only taxis dropping off children for the Personal Learning Base (Riverbank ) are allowed on site.
- The disabled bay is for the use of Blue Badge holders only.

### **Parking Passes**

Temporary car parking passes will be issued in the following circumstances:-

- Blue badge holders – accepted with prior arrangement. Original documents to be shown to the school office. A parking pass will be issued and relates solely to that driver.
- Medical conditions – temporary parking passes will be issued on medical grounds on receipt of a doctor’s letter highlighting mobility issues.
- Renewal of car parking passes can only be made with up to date evidence i.e blue badge or an up to date doctor’s letter.

Temporary car parking passes will be reviewed on an individual basis and must be clearly displayed in the vehicle.

### **To support this policy the school (including the governors) have the following responsibilities:**

- To ensure this policy and application is monitored. The headteacher 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.
- To ensure the paths are kept clear of hazards and ensure all pedestrian gates are open at designated times.
- To encourage parents and children to walk 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/carers have the following responsibilities:

- Parents/Carers are to be aware at all times that this is a school car park and not a playground.
- Parents/Carers should not arrive on the site before 8.30am.
- Parents/carers should keep the school access clear including the gates and emergency exits. Double parking is not permitted. Access is required by emergency vehicles at all times.
- Parents/carers and their children will use the pathways provided and will not gain access to the school via the vehicular entrance.

**Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.**