

Westfield Infant School



Traffic and Car Park Policy

Review Date	August 2028
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Introduction

This document has been prepared to inform and instruct employees, pupils, parents/carers and others who come onto the site of Westfield Infant School, including visitors (both pedestrians and people in vehicles), about the site rules regarding travel through and parking on the school site.

Westfield Infant School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, and exercise caution when in the school grounds and follow these instructions to avoid risk of injury and to ensure safe management of the external parking and circulation areas.

The safe arrival and dispersal of our children is a matter of great importance to us all, please encourage your children to act safely by your advice and example.

For the safety, health and welfare of our children, we actively encourage walking and cycling to school where feasible.

Walking

We encourage our families to walk to school where possible, or to park further away and walk to ease congestion around the school site.

Pedestrians

All pedestrians should enter and leave the school via the pedestrian gates onto either Ashford Road or Hays Lane. Pedestrians can also use the pathway to the Junior School if they need to drop off/collect siblings at the start and end of the school day. All gates are closed during the school day.

Parents/carers must exercise caution when travelling along Ashford Road or Hays Lane. Both access routes have limited pavements and therefore we strongly encourage parents and carers to closely supervise children, especially if they are using scooters or bikes and to walk to the side of the roads to avoid any vehicles accessing school grounds or residential properties.

Dogs, with the exception of guide/assistance dogs, are not allowed in the school grounds except with the express permission of the Headteacher if a dog is to form part of a planned lesson or project. Dogs that are specifically allowed onto the school grounds are never to be left unattended.

Parents/carers bringing dogs with them when they drop off and collect children are to stand away from the school gates and are asked to bear in mind that many children, especially those

where there is no pet dog in the household, maybe scared of dogs. Please do not leave dogs unattended outside of school grounds whilst dropping off or collecting children.

Cycles/Scooters

Staff and children are encouraged to cycle to school or ride a scooter. All children are expected to wear helmets. There are cycle parking spaces and scooter parking spaces provided under the shelter on the school site opposite our Sunbeam base (EYFS building). We cannot take any responsibility for bikes and scooters that are stored on the school site.

Cycling or scooting is not allowed by any person anywhere in the school grounds at any time unless authorised for a specific event by the Headteacher. Those cycling to school or riding a scooter are required to dismount at the entrance gate and walk their bicycle or scooter to the parking stands.

A Scootability programme is offered to all children in year 2 (organised by school) in order to teach the children safe scooting skills.

Car Park

There is 1 car park within the school grounds, accessed from Ashford Road, and is for the use of staff and official visitors only. This car park offers direct access to the main school entrance path and our school reception.

All staff are authorised to park in this car park on their working days. There is a dedicated space and disabled parking bay for the school taxis/SEN transport.

Parents are only to access the car park if they are either:

- collecting a sick child,
- attending to an emergency.
- Visiting the school for a planned appointment.
- Dropping off at Breakfast club (8am-8:20am)
- Collecting from an after school club (4:00-4:15pm)

The car park is not for use by parents/carers to drop off or pick up their children from school between the hours of 8:30-8:45 and 3:00-3:20pm.

Electric gates are in operation at this entrance. Staff are issued with a passcode and official visitors are required to press the button on the intercom system at the gate for access.

Access into the school for official visitors is only permitted through the main entrance. All visitors must report to the school office and sign in before going anywhere in the school.

Official visitors are required to leave a note of their registration number with the School Office if parked in the school car park. On departure, official visitors should sign out at the office and leave the building by the main entrance door (Reception).

If visitors need any advice on access or parking before their visit, please call the school office on 01455 637558.

Please note that you should not park along on Ashford Road or Hays Lane (private road) as both roads are narrow and access is required for taxis/SEN transport/emergency and other authorised vehicles.

Parking for Disabled Staff and Visitors

We have 1 parking bay which can be accessed by disabled staff and visitors. At drop off and collection time, authorised SEN transport use the bay to safely transport children to and from school. Should you wish to use the disabled parking bay for a visit during the school day, please contact the school office to arrange this.

Where a pupil has a specific need relating to access to car parking, parents/carers can arrange a meeting with the Headteacher to discuss a reasonable adjustment. Reasonable adjustments to the school day and for school access arrangements will always be carefully considered on a case by case basis and planned in partnership with parents and carers. Adjustments will be kept under review to ensure they remain appropriate and proportionate.

Blue Badge holders do not have an automatic right to access the car park. You must contact the school and speak to the Headteacher. A decision regarding access will then be made, taking into account the needs of the child, on a case by case basis.

Speed Limit within the School Grounds

All users are expected to act responsibly on the site and drive with caution and care and within the speed limit of 5 mph.

Parking outside the School Grounds

Parents/carers travelling to the school by car are required to park in the surrounding area and escort their children to and from school.

It is important that the school is a good neighbour to local residents. Parents/carers are encouraged to act responsibly by not parking on any road markings, not obstructing access points to streets, garages and driveways, not parking in private roads, not parking on pavements, and not parking near the junctions which could endanger pupils and other road users and pedestrians. Ideally parents who are parking in the local area are requested to park further away from the school and walk in from there. Below is a list of parking available to enable a 'park and stride' to and from the school.

- Clarendon Park, Coventry Rd – 25 bays and 1 disabled bay
- Clarendon Park, Roston Drive – 56 bays and 3 disabled bays
- Trinity West – Brunel Road – 41 bays and 1 disabled bay
- Trinity East – Brunel Road – 45 bays and 2 disabled bays.

Injuries due to Traffic/Damage to Vehicles

If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school does not accept any responsibility for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

Damage occurring to staff members' or visitors' vehicles while on school property will not be considered the responsibility of the school.

Monitoring Compliance

These rules have been put in place to ensure the safety of all children and this is of paramount importance to us all. The school car park is small and traffic on Ashford Road must be minimised due to the road being very narrow with limited path ways for pedestrians.

The issue of car parking is closely monitored and practices are in place to raise awareness. This document will be reviewed annually and awareness raised regularly through the school communication system – Class Dojo, newsletters, school assemblies, staff meetings and Governor meetings.

Our premises officer and members of the Senior Leadership Team supervise the school gates and are generally very effective in politely asking drivers to park or act appropriately. There will also be the occasional presence of the local Police Community Support Officers and Governors to monitor compliance to this Traffic and Car Parking Policy.

If concerning issues of non-compliance arise regarding parking, obstruction to traffic or pedestrians and/or cause safety or nuisance concerns for our pupils or our neighbours, then the school supervisor(s) on duty will take one or more of the following actions as they deem appropriate under the circumstances at the time:

- Ask and advise a driver who is not complying with the requirements of the traffic and car parking policy to park appropriately or to leave the site, whichever is most appropriate.
- Call for a Police Community Support Officer to attend the scene to address a particularly difficult, dangerous or frequently recurring illegal incident and to potentially implement legal enforcement actions.
- Supervisors will not leave their supervising post in the zone to make this request. One of the supervisors on duty in the zone will report to the member of the Senior Leadership Team in order for them to immediately arrange for the call to be made for police support, to allow the supervisor(s) to continue their work in ensuring the safety and effective management of the area without distraction.
- Make a note/take a photograph from the CCTV of the concerning issue, to be added to a record of potential concerning issues that the school will keep and that will be reviewed

regularly so as to consider any potentially serious and/or repeat incident types and decide on appropriate action to combat these going forwards.

If there are any concerns about traffic safety within the school grounds, they should be reported to the Head Teacher and/or School Business Manager and the Chair of Governors.

