Repton Primary School

Traffic Management Plan

Reviewed: November 2023 **Minute No. 12/071223**

1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and other visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Repton Primary 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, or within the vicinity of the school grounds, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school office

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instruction constitutes site rules. Staff and pupils in breach of the site rules may be subject to further action.

This document is available and signposted to school staff, pupils, parents and carers on the school's website:

https://repton-primary-school.secure-primarysite.net/other-policies/

The document will be reviewed annually by the Senior Leadership Team and approval sort from Governors for any major changes. Awareness will be raised regularly through parental engagement and events

2. School Layout/Access



3. Pedestrians (Including Parents)

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid walking on the road. Pupils walking in groups should take this into account and allow other users to pass safely.

Designated Entry Points

Pedestrians should enter site via the pedestrian gate located alongside the vehicular gate on Springfield Road. Once on site, all pedestrians should use the foot-path provided. Use of the drive-way and car- park is prohibited. Entry into the school building is through the playground gate.

4. Pupils

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas pupils should be aware of:

- Pupils are encouraged to use the pedestrian gate and not the vehicular gate.
- When entering the school, pupils must use the designated footpath, and must not use the road-way or car-park. When using the footpaths - walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils with bicycles or scooters must enter the grounds on-foot via the pavement from Springfield Road and place their bicycle/scooter in the bicycle park. They should exit the school, on foot, via this same route.
- If pupils are accessing the school before the school day for Breakfast Club, then entry into the building is only permitted via the main entrance doors. Entry using any other door is not permitted.
- Pupils found to be not adhering to the contents of this plan, will be in breach of the site rules and may be subject to further action.

Drop Off & Pick Up

There is no designated on-site drop off for pupils. No vehicles should be accessing the car parks for this purpose, without express permission.

5. Vehicles

The Speed Limit within the school premises is 4mph. Drivers should exercise extreme caution at all times when moving within the school grounds.

Note: There is a pedestrian crossing located on the bend of the school drive. All drivers must approach with extreme caution.

There is only one car park within the school grounds, which is for use by both staff and visitors. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

Vehicles should be parked in such a manner as to avoid causing an obstruction.

Parking is prohibited in the yellow-hatched area adjacent to the play-ground, as Emergency Vehicle Access is required at all times.

6. Staff

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised parking, this should be reported via the school office to the Head Teacher.

7. Visitors (Excluding Parents)

Visitors are welcome to park in the school grounds if there is parking available in the designated bays. Doing so will allow unrestricted movement of other vehicles during the school day.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the double doors and wait for the door to open. All visitors must report to reception and sign in before being allowed entry into the wider school building or grounds. Visitors are required to leave a note of their registration number when signing in using the school online visitor console, located in the school main foyer. A visitor's badge is printed out, and must be worn whilst on the school premises. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01283 703732.

8. Service & Delivery Vehicles

The school prohibits the access of service & delivery vehicles on-site between 08.40-09.00hrs and 15.10-15.30hrs, to reduce the likelihood of any accidents.

The Speed Limit within the school premises is 4mph.

Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds. Any reversing of large vehicles must be done with the assistance of a qualified banks-man.

Drivers of service and/or delivery vehicles (if they have not been on the site before or obtained instruction in advance) should report to the school office (or Kitchen) in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area where they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception in advance on: 01283 703732, to agree the most suitable parking location and time.

9. Contract Hire Services and 'Out-of-hours' Provision Vehicles

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract.

These vehicles must park outside of the school gates, on Springfield Road, for drop off and pick up. Vehicles should park in such a manner as to not cause obstruction to other road-users or local residents. Parking should also be in accordance with the highway-code.

10. Disabled Access

Pedestrian access is by the main front entrance. The main entrance doors are manually operated; however, they will not open until the automatic lock has been released and the doors unlocked by a member of staff.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school office in the first instance on

01283 703732.

11. Outside of the School Grounds

The school accepts that parking near the school is not easy. Springfield Road is a main thoroughfare and in constant use during the day. Parents/Carers are encouraged not to park near the school, and to walk the remaining distance. However, pupils should be reminded that they should enter the school by the dedicated pedestrian access gate on Springfield Road.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways, and parking near junctions, causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and undue delays.

Please act responsibly by parking as safely as possible, to keep the pupils at Repton Primary School, local residents and other road users safe.

14. Appendix A - Traffic Management Plan Site Monitoring Form

Completed by: Senior Leadership Team

Date	Area	Observations	Incidents	Signed by