



Abbotsholme School

Traffic Movements on Site Policy

Scope

This guidance applies to all traffic movements undertaken on school premises.

Abbotsholme School is committed to providing a safe environment for pupils, parents, visitors and staff.

In September 2015 a new traffic system was introduced at the front of school. The aim of the new system was as follows:

- Increased volume of parking
- Improve traffic flow
- Reduce areas of traffic conflict
- Decrease the amount of people walking across traffic
- Improve lighting
- Provide a safe path to the new synthetic pitch
- Reduce cars turning across traffic flow

This was to ensure that:

1. The site is organised so that pedestrians and vehicles can circulate in a safe manner.
2. That vehicles and traffic routes are separated whenever possible.
3. That traffic routes are suitably signed and controlled.

The Director of Finance & Operations implements this policy guidance with support from the Maintenance Manager.

1.0 Signage is put in place to designate speed limits, access areas, prohibited areas and parking facilities.

1.1 Deliveries will only be permitted during the hours specified and vehicles are only allowed to parking in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager.

1.2 School buses transport pupils to and from the school at agreed times. Reception staff will supervise the arrival and departure of the buses.

I.3 All use of the school minibus must be arranged via the School Administrator. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

I.4 Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.

I.5 Cyclists should dismount once they arrive on site and use pedestrian walkways. Parking for cycles is provided in the bike sheds to the rear of the kitchens.

Entrance and Upper Car Park

The new entrance to school is on the left hand side of the road opposite the Headmaster's house (**Figure A**)

This entrance will lead to the Upper Car Park (**Figure B**) this was previously predominantly used by staff. **This will be the new entrance to the site for all pupils, parents, staff, and visitors.**

The Upper Car Park consists of 47 car parking spaces and a designated drop off area (**Figure C**). Parents using the drop off spaces should not leave their car unattended. Pupils should get out of the car and cross the car park using the walkway & pedestrian crossing provided, parents should then leave the drop off space immediately making the space available for others. It is assumed that most parents using the drop off spaces in the upper car park will be parents of senior school pupils.

There will be 47 spaces available to parents in the Upper Car Park. Parents can use these too drop off their children or to park and leave their cars to walk their children to school. Parents and pupils should use the pedestrian crossing provided to access the new walkway which leads from the entrance of the synthetic pitch to the front of school. The walkways will be lit up at night to improve safety.

Once parents have dropped their children off in the Upper Car Park they should make a right turn and exit the school using the main driveway (**Figure D**).

Please note that the main driveway is a two way road and that care should be taken when turning right as the following vehicles may be entering the main site on this road:

- Residents of the properties beyond Abbotsholme who have a right of way across this road
- Deliveries from suppliers to school
- School bus service providers
- Coaches bringing visiting sports teams to Abbotsholme from other schools

Lower Car Park

The Lower Car Park (**Figure E**) which historically was the main car park and was mostly used by parents will provide a further 66 car parking spaces (60 around the perimeter, and 6 in the centre). The 60 perimeter spaces will be predominantly used by staff who will be encouraged to park at the far end. Parents are welcome to park in these spaces if the Upper Car Park is full. The six spaces in the centre can be used during drop off and pick up times. We would like to keep these clear during the school day as they provide parking for coaches and minibuses from other schools visiting the site.

Access to the Lower Car Park will be by entering the upper car park and crossing the main driveway into the Lower Car Park. Due care and attention must be paid when crossing the main driveway from the Upper Car Park into the Lower Car Park as it is a two way road.

When exiting the Lower Car Park drivers should make a left turn (**Figure F**) (adjacent to the Headmaster's house) and exit the school using the main driveway.

Pupils, parents, visitors and staff using the lower car park should use the pedestrian crossing provided to access the main school.

Other Points to note

- All visitors on to the site must report to reception.
- The school speed limit is a maximum of 15 mph.
- Parents or Guardians of full boarders may enter the main school site for drop off and collection purposes at the beginning and the end of term.
- Residential staff may park on site where a private parking space is available at their property.
- Parents, Staff and visitors should not enter the school site beyond the Upper or Lower Car Park unless they have the prior written permission of the Headmaster.
- Parents walking their children to Prep School should walk along the gravel path adjacent to the main building and not along the road.
- Parking on the school site is at your own risk.
- The car parks are monitored by CCTV and Automatic Number Plate Recognition.
- Abbotsholme operates a No Smoking Policy and dogs are not allowed on the school site.
- When leaving the site please give way to vehicles entering the site whenever possible.

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health and Safety Executive, homepage workplace transport (www.hse.gov.uk)

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook](#),

D: " [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: " [Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: [Guidelines for Environmental Design in Schools" DCSF Guidance](#)

Recommended review period:	Annual
Review by:	Director of Finance & Operations
Date reviewed:	26/11/2018

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Proposed Car Park Layout

