



## Traffic Management Policy

As you are aware, the school has Traffic Management procedures in place to ensure the school site is safer for staff, students, visitors and contractors.

The school site has a 5mph speed limit in place, which must be strictly adhered to at all times.

*Vehicles and their contents are left at the owner's risk*

### Student & Visitor Parking

Parking spaces at the front of the school **should only be used by 6<sup>th</sup> Formers/Visitors.**

### Staff Parking

All staff should park in **B, C and Park Road** Car parks. Ample car parking spaces are available.

Internal gates are in place and are closed from

- A Block Internal gate - 8.45 am.
- F Block Internal Gate – 8.25am

In addition, Park Road traffic/pedestrian gates will be closed throughout the school day.

There is to be no access/egress from this entrance after 8.45am. **Site Access will be from Cecil Road ONLY.**

These gates will be reopened at 3.20pm for staff/student egress.



Cecil Road main gates are closed between 2.55pm – 3.20pm. There is to be no staff/student vehicle movement during these times. Please do not attempt to drive through pupils exiting the school site; please wait until the Main Gates are reopened.

**For those members of staff that wish to leave the school site during the day, please ensure that vehicles are parked offsite, or arrangements made with the caretaker via the reception.**

Please do not park on the grass verges in these areas. Parking of any vehicles is not permitted on the front drive.

The road between E2 & E3 is not a vehicle route. Bollards have been installed to prevent access to these areas, in an attempt to create a safer environment for all pedestrians.

### **Deliveries**

Deliveries have restricted access to the site. Kitchen Suppliers have been instructed to deliver before 7.30am. In the unfortunate event of a supplier arriving after this time, delivery vans/lorries must park in the designated delivery bays outside D1, and deliver items by hand.

### **Parents/Carers**

If pupils are being collecting from the school site during operating hours (e.g. Appointments/Sickness etc.), Parents/Carers may access the school site from Cecil Road.

Please be aware, that parents/carers should not enter the school site to collect pupils at the end of the school day. A traffic management policy is in place whereby gates are in use to restrict traffic flow/promote safer egress of pupils. Gates will remain closed until all pupils have left site. 3.20-3.30pm

### **Vehicles**

Please could you ensure that the office is made aware of any changes to your vehicle:

- Make
- Model
- Colour
- Registration etc.

Thank you for you co-operation.

DJM  
13/10/2016