



Car Park Policy

Approved at SLT: 13 October 2020

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Statement of intent

The aim of this policy is to reduce congestion and traffic volume around the school area – minimising disturbance to our local community and helping to ensure the safety of staff, students, parents and visitors.

Moor Park High School and Sixth Form aims to eliminate instances of:

- Cars entering the school site at peak times when students are arriving/leaving.
- Cars stopping or parking on the restricted 'yellow marked' areas outside the school.
- Cars stopping or parking on pavements.
- Cars driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.

Staff, students, parents and visitors are asked to adhere to this policy to ensure a safe environment for all.

Copies of this policy will be made available via the school website, and students' responsibilities will be reinforced through school assemblies.

1. Safety controls

1.1. The following safety controls are in place:

- A 5-mph speed limit applies throughout the school site.
- All cars must be parked in allocated spaces only.
- 2 Parking Bays are available for visitors to the school.
- The school has 2 bays allocated for blue badge holders. The badge must be displayed clearly within the vehicle.
- Cars must never be parked in front of the school gates.
- A 2-car space should be left between main entrance and cars parking on Moor Park Avenue.
- Students are not permitted to enter the school via the carpark at the start of the school day.
- Only Students arriving after 9.10am are able to enter via the main school entrance.
- Students are required to leave the school via St Thomas' Road exit at the end of the day unless a personal emergency evacuation plan is in place or there are medical/safeguarding issues of which school is aware.
- Students attending after school clubs which finish after 4.15pm should leave via the main school entrance.

2. Staff parking

2.1. The school has 52 parking spaces, and 2 accessible bays for blue badge holders.

2.2. For safety reasons, staff **must reverse** into allocated **marked** parking spaces only and not double park or block in other members of staff.

2.3. No charge will be made for using the school car park.

- 2.4. Staff members may park on the roads adjoining the school, provided that parking notices are adhered to.
- 2.5. Staff may leave the car park during the school day but must ensure that they pay due care and attention to potential hazards.
- 2.6. If staff members can walk or cycle to school, they are encouraged to do so.
- 2.7. Emergency access points must remain clear at all times.
- 2.8. Staff must inform the Business Manager of the make, model and registration number of their car.
- 2.9. When asked to move their vehicle, staff must do so as soon as possible and without complaint. Failure to do so may lead to any parking privileges being revoked.
- 2.10. Staff may not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities or the leasing of school buildings/facilities.
- 2.11. Staff may not leave their car on school grounds overnight, weekends or during holidays.

3. Parent parking

- 3.1. The school has 2 parking spaces available to visitors.
- 3.2. Parents may temporarily park on the roads adjoining the school, provided that parking notices are adhered to.
- 3.3. Parents should:
 - Respect our neighbours.
 - Leave plenty of time for their planned journey.
 - Leave the car at home where possible and walk instead.
 - Respect our Car Park Policy
- 3.4. Parents should not:
 - Drive up to the school gate.
 - Park or wait in the school car park when dropping off or collecting their children.
 - Stop on the restricted 'yellow marked' areas outside the school.
 - Park or drive on pavements.
 - Block driveways or 'double park'.

4. Injuries due to traffic

- 4.1. 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.
- 4.2. The school does not accept any responsibility/liability for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

5. Damage to vehicles

- 5.1. Damage occurring to staff or visitor's vehicles while on school property will not be considered the responsibility of the school.

6. Monitoring and review

- 6.1. The Premises Manager is responsible for the monitoring and review of this policy.
- 6.2. The policy will be reviewed on an **annual** basis.
- 6.3. Any incidents occurring during the school year will be evaluated and appropriate action will be taken to amend the policy accordingly.