

Statutory Policy	No
Review frequency	Annual
Reviewed By	Business Manager
Approved by	Principal
Date	November 2020

Snowfields Academy are committed to ensure the Health and Safety of all staff, pupils and visitors to the school. It is therefore important all persons bringing vehicles on site follow the procedures as follows: -

All drivers of vehicles must adhere to the following school regulations: -

- There is a 5-mph speed limit whilst on the school site (*Sign posts will be installed shortly*)
- All vehicles must adhere to the one-way system (*Sign posts will be installed shortly*)
- The turn of vehicles is not permitted. Vehicles must drive to the end of the car park and follow the roundabout round if facing the wrong way. *Sign posts will be installed shortly.*
- Only Taxis and KCC Transport are permitted to park in the laybys to drop off or to await collection of students or for deliveries. (*Sign posts will be installed shortly*)
- The pink marked bays are for parents and visitors only. (*Sign posts will be installed shortly*)
- The grey marked bays are for staff use only. (*Sign posts will be installed shortly*)
- The Zebra crossings provided must be used by all visitors, parents and especially students when crossing from the car park to the pedestrian path. (*Sign posts will be installed shortly*)
- Always park sensibly to optimise space as every space is vital
- No vehicles are allowed access to the rear of the school site at any time without prior arrangement with the Site Manager
- Only Blue Badge holders are allowed to park in the disabled parking bays.

School pupil Transport

- School transport vehicles can access the car park any time from 9am onwards, but students must not be released from transport until 9.30am when staff come out to welcome the students in.
- Taxis must queue for drop off bays and are not permitted to use staff or parent parking bays.
- Vehicles need to queue patiently and need to move up the line ensuring that students are as near to Snowfields reception as possible and only access pavement side.
- All drivers must follow direction from a member of school staff if asked to do so, who will be wearing high visibility jackets, at all times to ensure safety of all pupils and others arriving and leaving school at these busy times

Visitors and Hirers of the school premises

- Must only park in designated pink brick bays areas.

Parents

- Children must not be dropped off or picked up unless the vehicle is properly parked in an allocated space.
- Parents must not park in the drop off/delivery bays

Pupils

- If walking to school, parents and pupils must use the main pedestrian gates to gain access to the site. Under no circumstances can pedestrians enter/exit through the main vehicle gates.
- Pupils must go directly to the path when exiting the vehicle
- Pupils arriving on the site should move quickly and safely into the school building
- Pupils are not permitted to loiter in the car park
- School staff should be available to escort pupils and oversee their safety

Annex 1: Car Park Plan

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SNOWFIELDS ACADEMY
Car Park Plan
November 2020



Blue outlined area: Parking for parents and visitors only. No turning one way system in place

Green outline area: Parking for staff only

Orange markers: for taxis, drop off and deliveries only - No parking permitted.

Red arrows: one way system