

# STANBURN PRIMARY SCHOOL



## Parent Travel & Parking Policy

Head Teacher: Ms E D'Souza

Reviewed: November 2024

Date for Review: September 2026

## **Introduction**

This policy has been produced to help ensure the safety of all visitors, parents, children, and staff at Stanburn Primary School; we are grateful for your full cooperation. This document forms part of the risk assessment for the safety of everyone entering or leaving the school site. Parents and carers are reminded that they are responsible for their children in and around the school grounds and they should be closely supervised at all times.

## **Walking to school**

We encourage pupils to walk to school or to come by bike/scooter. We urge you to encourage this where possible to minimise parking problems, but more importantly to protect the environment for your children and your children's children.

Pedestrians entering our site must keep to the pathways and playgrounds. Adults should not enter the school building unless accompanied by a member of staff. Children are permitted to ride bicycles and scooters to school and use the bike racks for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site. The school accepts no responsibility for any damage to bikes/scooters whilst left in the Bike/Scooter racks.

## **Parking outside of School**

Please observe the parking regulations outside the school grounds. Parking on the zigzags or yellow lines in the surrounding roads may incur a Penalty Charge Notice.

Please be courteous to our neighbours and do not park over dropped kerbs, block driveways or park in a way that causes an obstruction or increases hazard to residents, other road users or pedestrians.

## **School Car Park**

For those parents who choose to come to the school by car, please do not enter the school car park when dropping off/picking up. For safety reasons we cannot have children walking amongst moving vehicles. These measures are for the safety of all those who attend our school. The school car park is not available for parent's parking without prior arrangement.

However, we do understand that there are some exceptional circumstances for our families. If any parent feels that they have an exceptional circumstance, they should discuss this with the Headteacher. Permission will be given at the Headteacher's discretion. Any permission given is for a limited time only. This will be reviewed on either a 2 or 4 week basis depending on the exceptional circumstance. A parking agreement will need to be signed by the parent.

Parking will only be permitted on production of a current car insurance document of a least third party cover, a valid MoT (If required) and a valid Vehicle Excise Licence (VED).

**Appendix: Short-Term Staff Car Park Access Agreement**

**Child:**

**Parent:**

**Date:**

**Reason for temporary access to car park:**

**I/We (parents) agree to:**

- park only in the disabled space between 8.20-8.35am and 3.10-3.25pm;
- be responsible for our child/children whilst using the car park;
- safeguard our child/children and school staff by assessing risks posed by vehicles entering and leaving;
- park in the school car park at our own risk, understanding that the school is not responsible for any damage, accident or loss;
- provide a current car insurance certificate of a least third party cover.

Signed:

Name:

Date:

This agreement will be reviewed on:

Signed (on behalf of the school):