



# Policy for the safe use of the car park.

**Person responsible: Headteacher**

**Ratified by the governing body: Spring 2022**

**Date for review: Spring 2025**

A handwritten signature in black ink, which appears to read 'Anne-Marie Renshaw'. The signature is written in a cursive style with a long, sweeping tail.

**Reverend Anne-Marie Renshaw**

**Chair of governors**

The governors of Messing Primary School seek to provide a safe and secure means of access to the school for pupils, staff and visitors by controlling vehicular access to the site and ensuring the school car park is used safely and responsibly.

**To ensure safe access to school for pupils, staff and visitors the following safety controls apply:**

- A **5 mph** vehicle limit applies throughout the site.
- All drivers must exercise due care and attention when manoeuvring in the car park.
- The 'drop off' area near to the exit must remain clear of parked cars between 8.30 and 9.00 a.m.
- Children must be closely supervised while moving around the car park.
- The car park will be monitored during drop off and pick up by the teachers and Headteacher.
- The access gate to the school playground will be unlocked at 8.35a.m and be closed at 9 a.m. The gate will be unlocked again at 3 p.m and closed at 3.30 p.m Visitors will need to call the school office to be admitted when the gate is locked.
- Users of the school car park do so at their own risk. Messing Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- Visitors (such as contractors) requiring access to the car park or other areas of the site should report to the Headteacher for authorization and subsequent escorting onto the car park.

**To support this policy the school (including the governors) have the following responsibilities:**

- To ensure this policy and its application is monitored, the Headteacher has the discretion to change the pattern of use **or even withdraw the permission to park on the school site** if it is felt that the safety of the pupils, staff or visitors is being compromised. If this policy is consistently ignored a ban to the site may be imposed.
- To provide reinforcement of this policy to the children through whole school assemblies.
- To ensure the paths are kept clear of hazards and ensure all pedestrian gates are open.
- To provide appropriate signage, lighting and line marking.
- To make this policy available to parents, staff and visitors via the school's website.

**To support this policy parents have the following responsibilities:**

- Parents/Carers are to be aware of safety guidance at all times and to supervise their children closely.
- To follow the car park safety guidelines (Appendix A) and make family and friends aware who may use the car park.
- To be familiar with this policy

*Users of the school car park do so at their own risk. Messing Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.*

**Let's work together to keep our children safe.**

## Appendix A

### Our Car Park- Safety Guidelines Thank you for ensuring the safety of our children

- Your speed should be **less than 5mph** in the car park – Children can run out at any time
- You **must reverse in to spaces** – it is not safe to drive in and reverse out as you may not see a child or vehicle as clearly
- Children exiting cars at drop off time should use the car door nearest to the school building or be helped by their parent if this is not possible.
- Children will only be brought to your car if you are parked in an allocated parking space.
- The car park is **one way** – the exit gate is nearest to the school building.
- Please **only park in the allocated spaces** – parking elsewhere reduces visibility for all and is not safe.
- When the car park is full, **please avoid parking on the road near either entrance/exit gate** as visibility is reduced for those exiting – use the main New Road instead (Opposite the school leading up to the Maypole restaurant. See map) or circle round as spaces will become available within a very short waiting time.
- **Keep a close eye on your children**-they need to be escorted across the car park at all times. Once brought to you after school, please do not allow them to run around the grassy areas unsupervised as cars are reversing.

Parents/children **should not arrive on the site before 8:30 am unless attending Smiley club.**

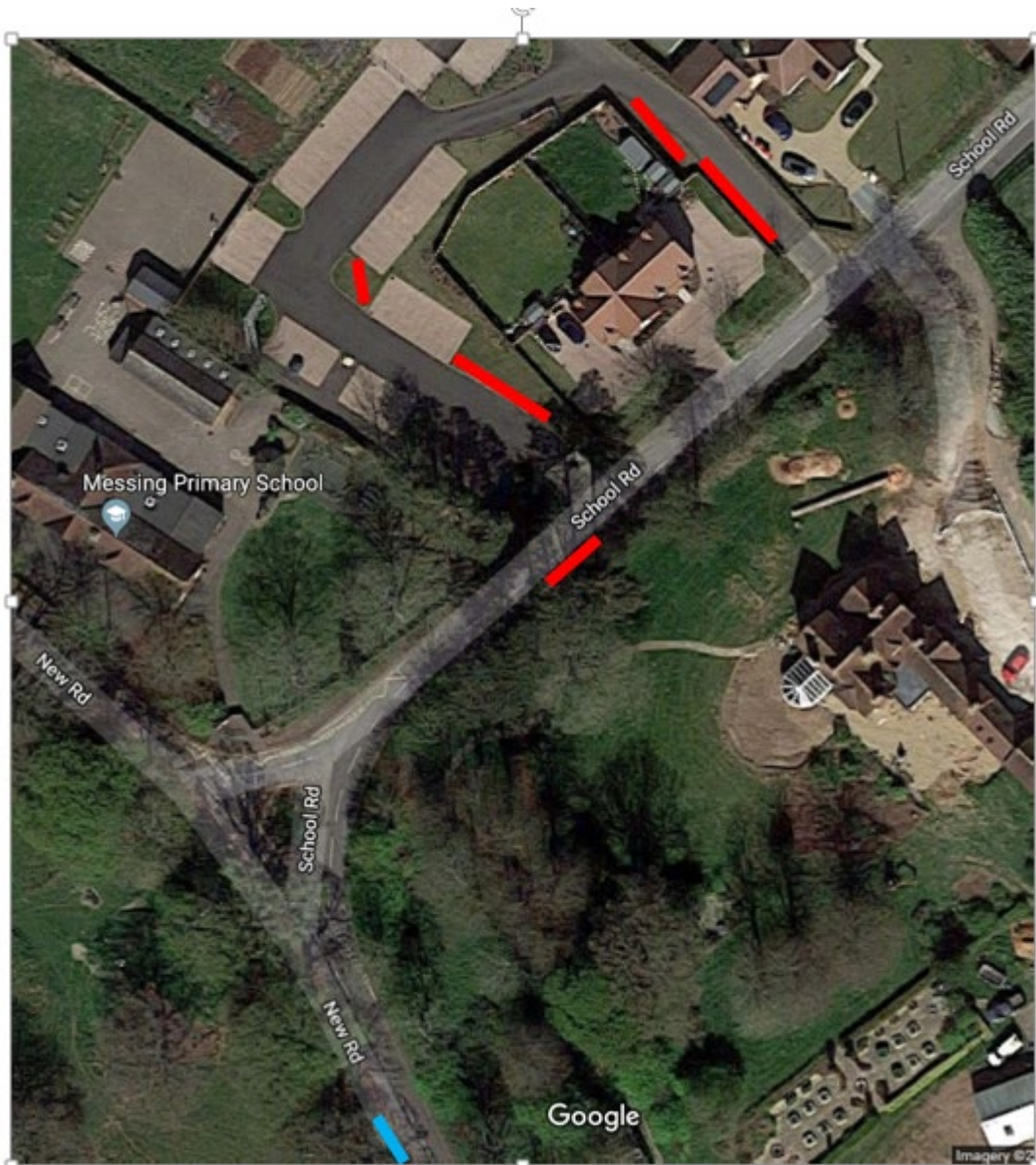
The access gate to the school playground will be unlocked at 8.35 a.m. and be closed at 9 a.m. The gate will be unlocked again at 3.p.m and closed at 3.30p.m.

Visitors will need call the school during times when the gate is locked.

**Please share our safety information with family or friends who may also collect your child from Messing Primary – Thank you**

**NO PARKING** in the **red** areas (entrances and exits) or on **any of the grass verges** in the car park area.

Parking at the front of the school causes blind spots for other drivers and is dangerous. If you need to park on the road please use the areas shown in **blue**. For safety, this needs to be a distance from the junction.



## Appendix B Current arrangements and timings.

Where you have the option of parking up (KS1/Reception- Robins/ Wrens and KS2 Owls/Kingfishers **with siblings in Robins or Wrens**) -this is a choice and you may still prefer to drop off.

### In the morning

|  |   |   |
|--|---|---|
| <p><b>Owls</b><br/>(Year 5/6 Mrs England's class)</p>          | <p><b>With siblings</b> in Robin or Wren class. <b>Park up from 8.30.</b><br/>Bring your children to the gate at 8.40.<br/><b>You must accompany your child to the gate.</b> (This is optional and you may still prefer to drop off.)</p> | <p><b>No siblings</b> in Robin or Wren class.<br/><b>Drop off only at 8.40.</b><br/><b>Please do not park up.</b></p> |
| <p><b>Kingfishers</b><br/>(Year 3/4 Mrs Southgate's class)</p> | <p><b>With siblings</b> in Robin or Wren class. <b>Park up from 8.30.</b><br/>Bring your children to the gate at 8.40.<br/><b>You must accompany your child to the gate.</b> (This is optional and you may still prefer to drop off.)</p> | <p><b>No siblings</b> in Robin or Wren class.<br/><b>Drop off only at 8.40.</b><br/><b>Please do not park up.</b></p> |
| <p><b>Robins</b><br/>(Year 1 /2 Miss Snodgrass' class)</p>     | <p><b>Park up first from 8.50.</b>(This is optional and you may still prefer to drop off.)<br/>Then bring your child to the class teacher at the gate who will be waiting for you.</p>  |   |
| <p><b>Wrens</b><br/>(Reception class Miss</p>                  | <p><b>Park up first from 8.50.</b> Then bring your child to the class teacher at the gate who will be waiting for you.</p>  |   |

## After school

|  |             |   |
|--|-------------|---|
| <b>Owls</b><br>(Year 5/6 Mrs Eagland's class)              | <b>3.15</b> | Staff will escort children to their cars. Please wait by your car. This will give staff chance to pass on any information from the day. |
| <b>Kingfishers</b><br>(Year 3/4 Mrs Southgate's class)     | <b>3.10</b> |   |
| <b>Robins</b><br>(Year 1 /2 Miss Snodgrass' class)         | <b>3.00</b> |   |
| <b>Wrens</b><br>(Reception class Miss Imrie and Mrs Lewis) | <b>3.00</b> |   |

**It is important that everyone keeps to the allocated times so that there are enough spaces for parking and to reduce queueing.** We also ask that you move out of the space as soon as you have your child at the end of the day to free it up for the people waiting to park.

If for exceptional reasons, you arrive after the gate is closed please park up and call the school. For safeguarding reasons DO NOT drop your child at the front of the school to come in on their own through the front gate.

**Please make sure you share this information with anyone who will be dropping off or collecting your child.**

We thank you in advance for your co-operation and help with the smooth running of the car

