



# **Policy for the safe use of the car park.**

**Person responsible: Headteacher**

**Ratified by the governing body: Spring 2019**

**Date for review: Spring 2022**

A handwritten signature in black ink, appearing to read 'Anne-Marie Renshaw', is positioned above the printed name.

**Reverend Anne-Marie Renshaw**

**Chair of governors**

# CAR PARK POLICY

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.

## The Policy

**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.
- All cars must be parked in the allocated spaces or in a space agreed by the Headteacher.
- The 'drop off' area should 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 regularly by the teachers and Headteacher.
- The access gate to the school playground will be unlocked at 08:30 in the morning and be closed at 09:00. The gate will be unlocked again at 15:00 and closed at 17:00. at night. Visitors will need to use the access at the front of the school during times 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 a 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 at all times that this is a school car park and to supervise their children closely.
- **Parents/children should not arrive on the site before 8.35am.**
- To use the drop off area safely.
- Children who are dropped off will come straight into school. Parents accompanying their children onto the playground will be responsible for their supervision.

*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 playground access gate.
- The car park is **one way** – the exit gate is nearest to the school building You must not enter using the exit gate
- Please **only park in the allocated spaces** – parking elsewhere reduces visibility for all and is not safe
- **Do not park** in the 3 spaces **by the playground entrance gate in the morning** - this is a drop off zone and the safety of pedestrians is compromised if they are blocked
- 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 )
- Please **leave allocated disabled spaces free** for parents and carers with blue badges
- **Keep a close eye on your children**-they need to be escorted across the car park at all times.

Parents/children **should not arrive on the site before 8:35am.**

The access gate to the school playground will be unlocked at 08:30 in the morning and be closed at 09:00. The gate will be unlocked again at 15:00 and closed at 17:00 at night. Visitors will need to use the access at the front of 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.



