



Car Park Policy

Author: Headteacher

Approval: Full Governing Body

Date: September 2026

Next Review: September 2027

Purpose

The purpose of this policy is to ensure the safe, orderly, and considerate use of the school car park by staff, parents/carers, visitors, contractors, and other authorised users. The safety of pupils is the school's highest priority, and all users are expected to follow this policy at all times.

Scope

This policy applies to:

- School staff
- Parents and carers
- Visitors
- Contractors and delivery drivers
- Any other person using the school car park

General Rules

All car park users must:

1. Drive with extreme caution and be aware that young children may be present at any time.
2. Observe the maximum speed limit of 5 mph within the school grounds.
3. Follow all traffic signs, road markings, and staff instructions.
4. Park only in designated parking bays.
5. Keep access routes, emergency exits, turning bays, gates, and pedestrian walkways clear at all times.
6. Turn off engines while parked to minimise emissions and support air quality around the school.
7. Refrain from using mobile phones while driving within the school grounds.
8. Report any accidents, near misses, or damage to the school office immediately.

Please note that parking spaces are limited. Vehicles must not block access by double parking or obstruct emergency routes, gates or other vehicles. Emergency services require unrestricted access to the school at all times. A free long-stay public car park is available approximately a five-minute walk from the school for visitors and staff.

Drop-Off and Collection

- Vehicles must not stop in areas marked with yellow lines, emergency access markings, or pedestrian crossing points.
- Drivers should supervise children at all times while they are in the car park.
- Children should exit and enter vehicles from the pavement side where possible.

Disabled Parking Bays

The school is committed to ensuring that disabled parking spaces remain available for those who genuinely need them. The school provides designated accessible parking spaces as part of its commitment to supporting disabled pupils, parents, carers, staff and visitors in accordance with its duties under the Equality Act 2010.

Correct Use of Disabled Bays

For the purposes of this school car park, disabled parking bays are reserved for:

- People who hold a valid Blue Badge.

- Vehicles transporting a Blue Badge holder.

To ensure that our disabled parking bays remain available for those who genuinely need them, we would like to remind all parents and carers of the correct use of these spaces.

Disabled parking bays may only be used by a vehicle when transporting the person to whom the Blue Badge has been issued. The Blue Badge holder must be travelling in the vehicle, and either being dropped off at or collected from the school. The badge must not be used by family members or friends when the badge holder is not present, even if they are collecting or dropping off another child.

The disabled parking bays are intended solely for the safe and convenient drop-off or collection of the Blue Badge holder. They are not to be used for general parking while attending meetings, school events, or remaining on site for extended periods unless the Blue Badge holder is accompanying the driver. If the blue badge holder is the child, the parking bay is to be used during collection and pick up times only and not for general parking during the school day.

Please ensure that the Blue Badge is clearly displayed on the vehicle dashboard whenever using a disabled parking bay.

Misuse of Blue Badges or disabled parking bays may prevent those with genuine mobility needs from accessing the school safely. We appreciate everyone's cooperation in using these facilities responsibly and with consideration for our school community.

Unauthorised use of a disabled bay may result in:

- A warning from the school.
- Being asked to move the vehicle immediately.

Continual misuse of the designated disabled parking bays may result in the withdrawal of permission to use the school car park and any other reasonable measures considered necessary by the school to ensure the safe and fair operation of its parking facilities.

(Please note Blue Badge Holders should be aware that the Blue Badge Scheme applies mainly to on-street parking and local authority enforcement. On private land (such as a school car park), the school is entitled to set its own parking conditions, provided they are reasonable and do not discriminate unlawfully).

Visitors

- All visitors must report to the school reception upon arrival.
- Visitors should park only in designated visitor bays unless otherwise directed by school staff.
- Contractors must follow any additional site-specific safety requirements.

Reserved parking

Parking cones may be used to temporarily reserve designated parking spaces for operational, maintenance, accessibility, or other authorised school purposes. Staff

and visitors must not move or remove any parking cones without first checking with the School Business Manager. If a reserved space is no longer required, only the School Business Manager or an authorised member of staff should remove the cones. This helps ensure that reserved spaces remain available for essential use and supports the safe and efficient management of the school site.

Emergencies

- Emergency vehicle access routes must be kept clear at all times.
- In the event of an emergency, users must follow instructions from school staff or emergency services personnel.

Enforcement

The school reserves the right to address unsafe, inconsiderate or unauthorised parking. This may include issuing warnings, requesting that vehicles are moved, or withdrawing permission to use the school car park. Where appropriate, serious or persistent misuse may be referred to the relevant authorities.

Roles and Responsibilities

The School Business Manager (SBM) is responsible for supporting the implementation, administration and monitoring of this Car Park Policy and associated procedures. This includes ensuring that staff, visitors and contractors are made aware of car park arrangements, maintaining appropriate signage and communication, monitoring compliance with agreed expectations, and identifying any health and safety concerns relating to vehicle access, parking or pedestrian safety.

The SBM will liaise regularly with school leaders, staff, site personnel and, where appropriate, governors, to review the effectiveness of the policy and recommend improvements. Staff who have concerns regarding the operation of the car park, unsafe practices, breaches of this policy, or suggestions for improvement should raise these in the first instance with the School Business Manager. Any complaints relating to the administration or implementation of the policy should be submitted in writing to the School Business Manager, who will investigate the matter and respond in accordance with the school's complaints and health and safety procedures. Where concerns cannot be resolved at this level, they may be escalated to the Headteacher or school governors for further consideration.

Review

This policy will be reviewed periodically to ensure it remains effective, safe, and in line with current school and accessibility requirements.