

Traffic Management Policy

Cymer Afan Primary School

March 2025

Adopted by the Governing Body: 26th November 2019

Reviewed: March 2025

TRAFFIC MANAGEMENT ARRANGEMENTS AT Cymer Afan Primary School from March 2025

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1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Cymer Afan Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when in the school grounds or within the vicinity of the school grounds, take care, exercise caution and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from reception and on the school website: <http://cymer-afan-primary-school.j2bloggy.com/>

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

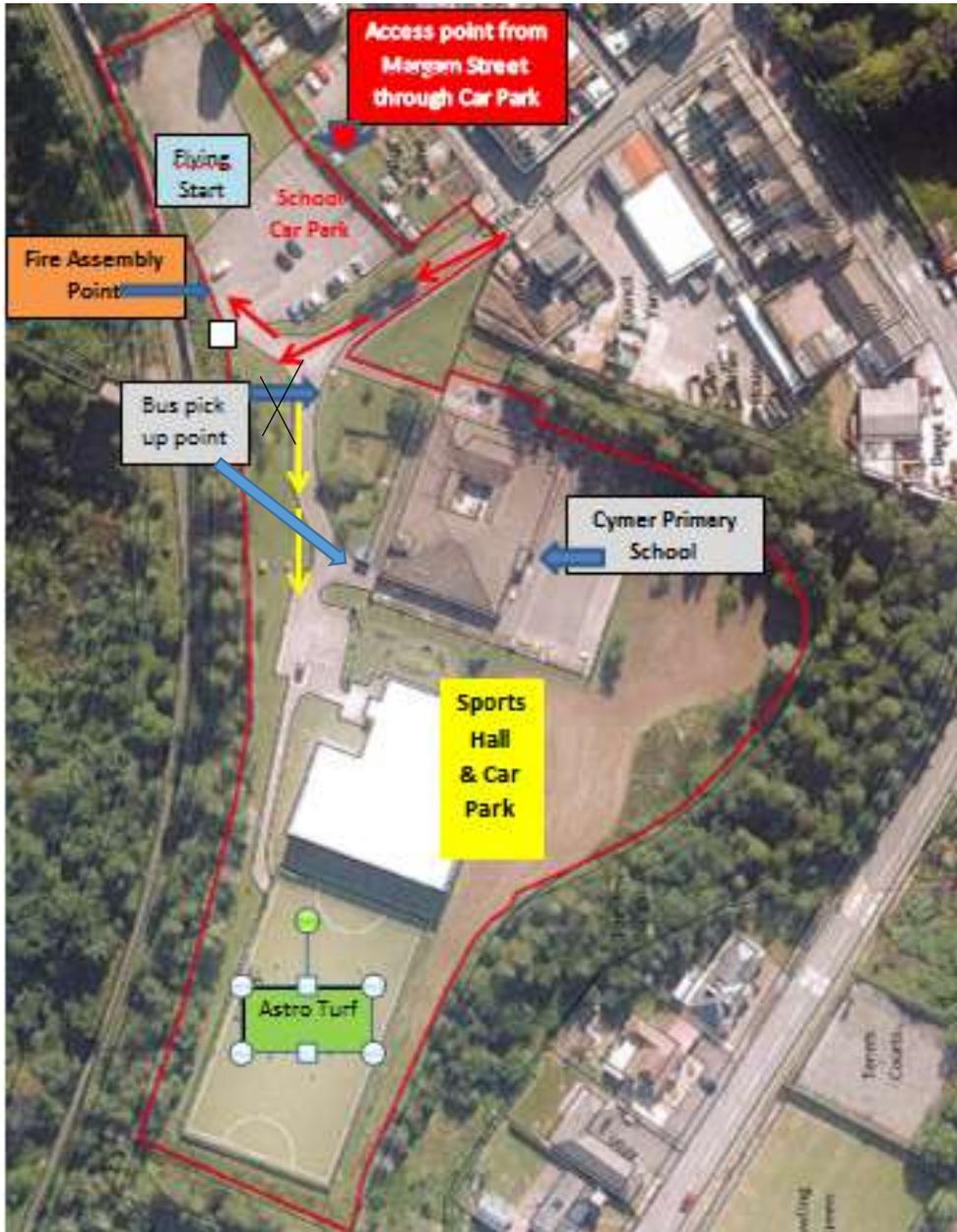
For further information, please contact:

Mr Rob Appleby, Headteacher

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office@cymerafanprimary.npt.school

2. Layout / Access



Parents are discouraged from using the access point from Margam Street through the car park via texts and newsletters due to moving traffic. 5mph signs are in force and there is no traffic movement between the times of 8.40am – 9.00am (other than the school mini bus) and 3:10pm and 3.30pm. Gates are closed during these times.

3. School Opening / Closing times

Breakfast Club doors are open from 8.25am to 8.35pm every day.

School Hours

School starts at 8.55am and finishes at 3.20pm. Nursery start at 1.00pm and finishes at 3:10pm. Children enter and leave school via their designated class areas at the beginning and the end of the school day. Nursery, Reception and Year 1 enter at the Foundation Phase gate, and Year 2-6 enter at the far gate. Children attending Wrap Around before Nursery are brought to the Foundation Phase gate by a member of Flying Start staff. Anyone entering the grounds at this time **MUST** adhere to the 5mph ruling and wait at the top of the drive until children are safely across.

4. Minibus and Bus management on and around the site

Minibuses and Buses on site:

The School Transport Mini bus arrives on site in the mornings between 8.25am – 8.40am. Extreme care must be taken if pupils or parents are within the vicinity. The Minibus arrives on site at the end of the school day between 3.30pm – 3.40pm

Staff supervision

The Chaperone from the bus company walks all pupils into the school reception area where they are received by a member of staff from breakfast club. At the end of the day a member of staff supervises pupils' departures, pupils are marked on a register to ensure that all pupils are present for the bus, the chaperone escorts pupils to the bus.

Staff supervision location & timings at start / end of school day

A member of breakfast club staff will be located within the main foyer in the morning from 8.25am until 8.35am (latest admittance to breakfast club unless arriving on school transport) to supervise the arrival of breakfast club pupils. Staff will meet children at the designated entrances at 8.55am at the start of the school day. Each class-teacher aided by the class TA ensure pupil safety and collection at the end of the day at 3.20pm and Nursery at 3:10pm.

5. Vehicles at school site

All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.

Vehicles on site

Parents are welcome to use the car park to park when dropping their children to breakfast club between 8:25am and 8:35am as this alleviates a lot of the traffic congestion around the school gates. Only authorised visitors are welcome to park in the school grounds during the school day as the car park is often busy, however

visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. An alternative car park is available just outside of the school grounds. If you are unfamiliar with the area and park in the street, please make sure that you do not block residential driveways or park where this could cause an obstruction.

Parents' vehicles

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time other than during breakfast club drop offs, however the Head Teacher may give permission in exceptional circumstances. If a parent or Grandparent hold a blue badge they can register this at the school office but must not drive down the drive or leave the premises whilst children are coming in to or leaving school. Please wait until they have left.

When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway, and where possible are encouraged to walk their children to school. In the light of the Authority's "Safe routes to schools" initiative, parents/ guardians are reminded of this request via newsletters and social media.

The school displays clear 5mph speed limit signs, which should be respected by all road users.

Staff vehicles

To avoid unnecessary vehicle congestion, members of staff that drive to work, must arrive on site by 8.40am, prior to the arrival of buses, mini buses and taxis.

Primary school staff may leave after 3.30pm

Staff must park in the allocated car park only and should take care not to obstruct any access routes. Drivers should proceed slowly within the car park at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building. Staff must supply the school with their registration number so that you can be contacted if there is a need to do so.

Visitors

Visitors may park in available designated parking bay. Visitors should exercise extreme caution when driving on the school grounds. In order to protect pupils and pedestrians from traffic movement, **there will be no access or exit from the Staff / Visitor Car Park between 8.40-9.00am and from 3.10-3.30pm on any school day.** Any late arrivals or visitors wishing an early exit, outside the school start / close times, are strongly advised to park outside the school grounds.

All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration in the visitors' book. On

departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01639 850739

Contractor's vehicles

Contractors should arrange to visit the site by appointment and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.

Building works vehicles

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor.

Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Head Teacher and closely supervised by a banksman.

The amended site access arrangements need to be recorded and communicated to all site users.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on (01639 850739) in advance, to agree the most suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.30am – 9.00am and 3.00pm – 3.30pm.

Emergency Access

If a vehicle has to be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

6. Pedestrians at school site

All pedestrians are advised to enter / exit the school from the designated entrances / exits.

Pedestrians should make sure that they use routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

7. Parking

A regular review of parking arrangements is undertaken to consider if:-

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

8. Cycles

Cyclists must dismount before entering the school premises and park in the cycle shelters or in the agreed location.

9. Pupils

Pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them.

10. Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

11. Access to and from school

The school suffers from severe vehicle congestion problems close to and surrounding the premises. Parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.

- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- ❖ To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).
- ❖ To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.

12. Split sites

Some schools operate on split sites and this sometimes necessitates the pupils having to cross a highway to access certain parts of the site. Where this is the case an appropriate level of supervision must be maintained. The pupils must be informed of the dangers associated with crossing roads and the correct procedures for crossing the highway safely must also be demonstrated – *This section is not applicable to Cymer Primary.*

13 Shared sites – Fitness Suite

Where sites are shared, the traffic arrangements have been developed in partnership to ensure that the risk is minimised and that any possible conflict is eliminated.

The drive to Cymer Primary is also used to access the Fitness Suite that is situated to the left of the primary school. The fitness suite is open to the public during a percentage of the school day. This policy has been communicated to the committee of the fitness suite. All members using the drive to access the gym are requested to adhere to the 5mph limit and be mindful of any movement of children. The fitness suite have their own car park. The school car park can be used for any overspill outside of school hours but not during school hours (8am – 4pm). There is no traffic movement between 8.40am – 9.00am and 3.10pm – 3.30pm with exemption to the School Transport Mini bus.

14. Physical Control Measures

Signage

The installation of appropriate signage needs to be considered such as: -

- ❖ Speed limit signs (5mph).
- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site.
- ❖ Warning notices highlighting that children could be at play and the need to exercise caution.

- ❖ Signage indicating the route to the car park.
- ❖ Signage indicating where deliveries are to be made.
- ❖ Signage to close the gates after entering and leaving.

(Signs used in connection with traffic should where possible comply with the Highway Code).

Speed humps

Speed humps have been installed at appropriate positions within the site and are used to control the speed of vehicles on the site.

Fencing

Fencing is used at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary. Fencing is used where there are elevated footpaths adjacent to slopes or internal roads.

Road markings

Where pedestrians share the same access as vehicles it is advisable to permanently mark the route on the ground.

Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing should be marked on the ground (zebra crossing).

Where buses, minibuses or taxis are brought onto site the bus bays/parking area should be marked out on the ground. This could help reduce the likelihood of anyone else parking in these areas.

Gates

Where the only point of access to the site is shared by pedestrians and vehicles then strong consideration must be given to closing and locking the gates at certain times of the day e.g. at the start and end of the school day, at break and lunchtimes. (If the school gates are locked for this purpose then your emergency procedures must be amended to incorporate this feature).

Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

Poor visibility

Where the visibility is poor then the following must be considered: -

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.

- ❖ The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- ❖ Appropriate signage
- ❖ Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

Accepted by The Federated Primary Schools of the Upper Afan Valley Governing Body

Designation	Name	Signature	Date
Chair of Governors	Mairwen Goodridge	<i>M. Goodridge</i>	26.11.19
Chair of Governors	Gareth John	<i>W. G. John</i>	29 th March 2022
Chair of Governors	Gareth John	<i>W. G. John</i>	29 th March 2023
Chair of Governors	Gareth John	<i>W. G. John</i>	29 th March 2024
Chair of Governors	Gareth John	<i>W. G. John</i>	29 th March 2025

Review Date: March 2028