

# ST. JOSEPH'S CATHOLIC INFANT SCHOOL



## Traffic Management Policy 2026-2027

**THIS POLICY WAS REVIEWED/ADOPTED:**

**This Policy will be reviewed as and when required.**



# MISSION STATEMENT

St Joseph's Infant School is a Catholic School in the Diocese of Menevia. Our Mission is to teach and nurture the Catholic faith, in a community where all may live and work together to achieve the very highest academic standards.

Rooted in Christ we aim to:

1. Provide an education that develops the spiritual, academic, wellbeing and moral aspects of each individual.
2. Celebrate through prayer, liturgy and worship, allowing pupils and staff to develop and grow in their love of God.
3. Foster Gospel values in an environment which encourages the understanding of the needs of everyone.
4. Make Christ and his values known to all and be of service to society.
5. Work with parents as the first educators and continue to develop close relationships between home, school and parishes.

Rooted in Christ

# **TRAFFIC MANAGEMENT ARRANGEMENTS AT St Josephs Catholic Infant School from 15<sup>st</sup> September 2025**

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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.

St. Joseph's Infant 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.

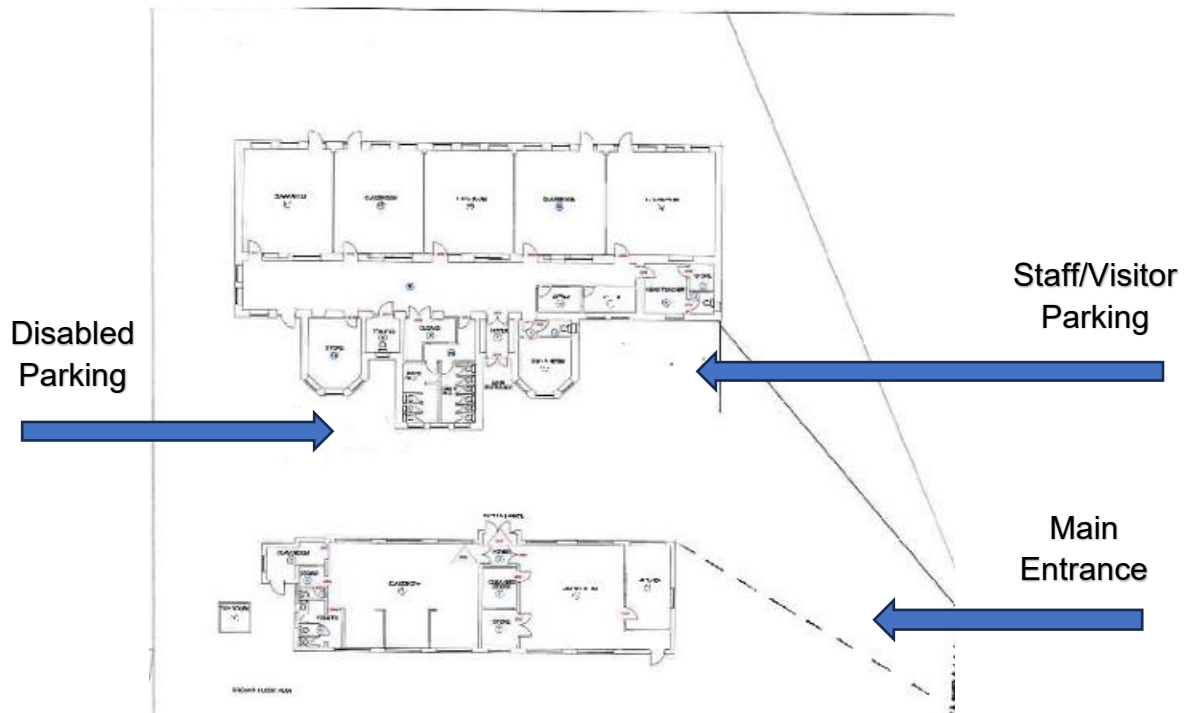
We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action. Copies of the traffic management arrangements are also available from reception and on the school website:

[St. Joseph's Catholic Infant School](#)

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:  
Mrs B Murphy, Headteacher, 01639882579.  
email: [office@stjosinf.npt.school](mailto:office@stjosinf.npt.school)

## **2. Layout/Access**



## **3. School Opening / Closing times**

Breakfast Club doors open at 8.10am and close at 8.30am. These children are brought to their classrooms at 8.40am where they are then supervised by staff. Teachers will be at a designated door to collect children at 8.50am. Registration is at 8.50am for the main school and 9.00am for am Nursery and 12.45pm for pm Nursery.

**At no time should parents/carers leave children unsupervised**

## **4. Minibus and Bus management on and around the site**

Staff supervise pupils' arrivals and departures in the morning and in the afternoon. A staff rota is distributed to each member of staff at the start of the academic year. A copy of this rota is located at the main door.

## **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. Authorised visitors are welcome to park in the school grounds. 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.

Alternatively, on street parking is available in the surrounding area. Those parking in surrounds roads are asked to not block residential driveways or park where this could cause an obstruction.

**The school requests that parents/carers do not use the lanes to drive down to access the school.**

### **Parents' vehicles**

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time, although the Head Teacher may give permission in exceptional circumstances. 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, text messaging and social media.

### **Staff vehicles**

To avoid unnecessary vehicle congestion, members of staff that drive to work, must arrive on site by 8.10am, prior to the arrival of children and their families for breakfast club. 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 always proceed slowly within the car park.

Please bear in mind that our children are young and or have additional support needs and therefore may have little or no awareness of road safety. Staff are expected to act responsibly on the site when parking and accessing the school building.

### **Visitors**

Authorised visitors may park in the designated parking bays. 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 8.10am and 3.00pm 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 number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door. There is also one disabled parking bay for use by permit holders.

If visitors need any advice on access or parking before their visit, please call the school reception on 01639 882579.

### **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.

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 (insert telephone number) in advance, to agree the most suitable parking location. Service vehicles do not have access to the car park or delivery area between 11.45am and 12.45pm.

### **Buses, Mini Buses and Taxis**

The school is accessed on foot via lanes behind Norman Street.

Drivers of buses, minibuses and taxis are required to use the bus bay at Bailey Street. If all bus drop off points are being used, buses must not enter the school campus. The bus doors must remain closed to prevent pupils getting on or off the bus until the bus is safely parked in the allocated parking bay on site.

### **Emergency Access**

If a vehicle must 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 site 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. No pets are allowed on school property.

## **9. Pupils**

Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress. When crossing the main car park area to access the hall for lessons or at dinner times, pupils must be supervised by a member of staff.

## **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. 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 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).

### **Fencing**

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

Temporary barriers can be utilised to control pedestrian and vehicular traffic in appropriate circumstances.

### **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).

### **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). **Gates will be locked during lunchtime period 11.45am to 12.45pm.**

### **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 St Joseph's Infant Governing body

Designation:

Name:

Signature:

Date: