



Cilffriw Primary School

Traffic Management Policy

Reviewed on:	19/9/23
Signed by Headteacher:	<i>M. Quin</i>
Signed by Chair of Governors:	<i>C. Storey</i>
Date of next review:	September 2024

Reviewed on:	
Signed by Headteacher:	
Signed by Chair of Governors:	
Date of next review:	

TRAFFIC MANAGEMENT ARRANGEMENTS AT Cilffriw Primary School

Contents

1. Introduction
2. Layout / Access
3. School Opening / Closing times
4. Minibus and Bus management on and around the site
 - Minibuses and Buses on site
 - Minibuses and Buses on curtilage of site
 - Staff supervision
5. Vehicles at school site
 - Vehicles on site
 - Parents vehicles
 - Staff vehicles
 - Visitors
 - Contractor's vehicles
 - Building works vehicles
 - Servicing / Deliveries
 - Buses, Mini Buses and Taxis
 - Emergency Access
6. Pedestrians at school site
7. Parking
8. Cycles
9. Pupils
10. Footways
11. Access to and from school
12. Physical Control Measures

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.

Cilffriw 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: cilffriw@npt.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:

Mark Quin,

Headteacher

01639 630816

cilffriw@npt.school

2. Layout / Access

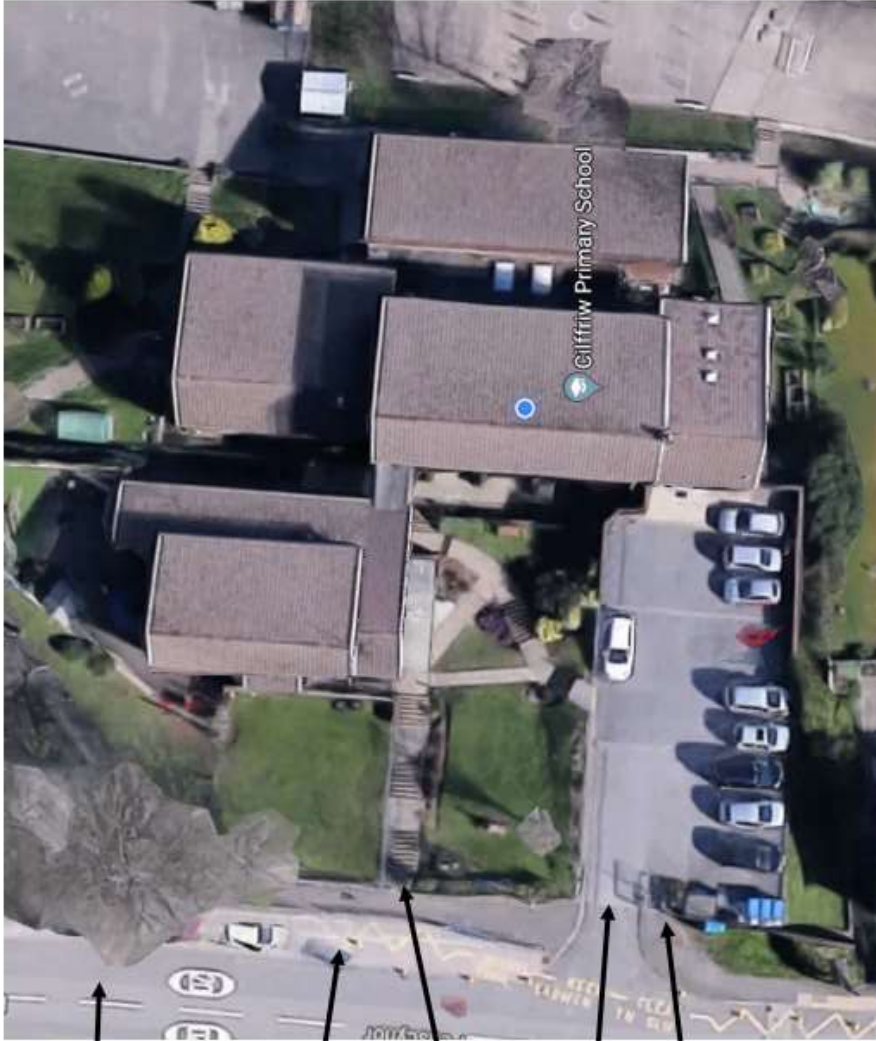
Pensycynor Road is the main road past the school

Pull-in for bus and taxi parking – restricted hours between 8.15 to 9.15 am, and 3.00 to 4.00 pm.

Pedestrian Access – no disabled or push chair access due to steps

Entrance to staff carpark

Pedestrian Access – only disabled or push chair access available to parents/carers or



3. School Opening / Closing times

8:20 am Breakfast Club opens
8:40 am Breakfast Club closes
8:40 am School day begins for morning nursery
8:50 am School day begins for all other classes
11:30 am Morning nursery closes
1:00 pm Afternoon nursery opens
3:10 pm taxis collect children from Speech and Language Unit
3:15 pm Aberdulais bus arrives in pull in.
3:10 pm Afternoon nursery closes
3:15 pm Foundation Phase children are collected by parents/carers.
3:20 pm Key Stage 2 children are collected by parents/carers.
Approximately 3:50 pm the Aberdulais bus collects the second group of pupils.

4. Minibus and Bus management on and around the site

Minibuses and Buses on main road in front of site:

Minibuses and buses arrive in the pull-in on the main road in the morning between 8:15 am and 8:50 am. Minibuses and buses arrive in the pull-in on the main road in the afternoon from 3:00 pm. Minibuses and buses remain on site until 3:30pm. The final minibus or bus has returned and then departed by 3:50 pm.

Staff supervision

Staff supervision and traffic management are monitored daily by senior staff and the rota is discussed and reviewed each half term in SLT meetings, taking into account any recent issues or cases of long term staff absence or staffing change.

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

Breakfast Club staff will be located at the hall door in the morning from 8:20 am to supervise the arrival of breakfast club pupils via the nursery entrance. Nursery and Reception staff will be located at the nursery door from 8:40 am to supervise the handover of pupils. Class teachers collect their classes from designated areas at the start of the day, and make sure their pupils are safely collected from these areas at the end of the day:

- Nursery starts at 8.40 am, and **all other classes start at 8.50 am.**
- Breakfast Club is open from **8.20 am.**
- Pupils in **Year 1, Year 2 and Year 3** are accompanied down the main steps and handed over to staff waiting outside the main entrance at **8.50 am.**
- To ease congestion when dropping older pupils off at school, pupils in **Year 4, Year 5 and Year 6** may use the steps from the shelter down to the yard from **8.40 am only.** Staff are on the yards from 8.40 am.

- **We do not use the car park as a drop off or pick up point**, and the car park gates are locked at 8.30. We remind parents and carers to **not allow their children to walk through the car park.**
- Reception Class finishes at **3.10 pm.**
- All other classes finish at **3.20 pm**, and parents/carers can collect children at the main door for Year 1, Year 2 and Year 3, and the shelter for Year 4, Year 5 and Year 6. Staff will wait with children until they see an expected adult for a handover.

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.

The car park is closed to pupils during school hours, between 8.30 am and 3.30 pm. Pupils are not allowed in the car park and the gates between the yards and the car park are locked to ensure the safety of pupils at all times.

Staff vehicles

Staff may park in the school car park, entering before 8.30 am, and leaving the car park after 3:30 pm when all parents and children have left the area outside the main gate. If staff members must leave the school between 8.30 and 3.30, the gate will be opened and then closed and locked behind them, and they will use extreme caution when leaving and/or returning to ensure the safety of pupils and pedestrians.

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. It would be helpful if staff could supply the school with their registration number so that you can be contacted if there is a need to do so.

Parents' vehicles

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time, however 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 and social media.

Visitors

Authorised visitors are welcome to park in the school grounds if they arrive before 8.30 am. Otherwise, visitors should park using alternative on street parking which is

available in the surrounding area. We request that visitors who are unfamiliar with the area make sure that they do not block residential driveways or park where this could cause an obstruction. They may alternatively use the pull-in outside the school between the hours of 9:15 and 3:00.

In order to protect pupils and pedestrians from traffic movement, **there will be no access to or exit from the Staff / Visitor Car Park between 8:30 and 3:30 pm on any school day.** Any late arrivals or visitors wishing an early exit must park outside the school grounds.

All visitors must report to reception and sign in before going anywhere in the school. Visitors who have parked in the school grounds 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.

If visitors need any advice on access or parking before their visit, please call the school reception on 01639 630816.

Contractor's vehicles

Contractors should arrange to visit the site by appointment and they must enter the car park before 8.30 am, or park in the lay-by. If there are heavy items to off-load into the school, the vehicle can be supervised into the car park by the clerk or headteacher, who will ensure that the gates are opened and locked securely, and that no vehicle enters or leaves during drop off and pick up time.

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 the clerk, caretaker or headteacher.

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 630816 in advance, to agree the most suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.30 and 3.30, unless by prior arrangement and accompanied by the clerk or headteacher.

Buses, Mini Buses and Taxis

Drivers of buses, mini buses and taxis are required to use the bus bay on the main road outside the school. 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 the main road.

6. Pedestrians at school site

All pedestrians are advised to enter / exit the school grounds by the main gate, steps and entrance, which are clearly signposted. Pedestrians with mobility difficulties may contact the school and arrange to use the carpark to gain entrance to the school via the hall.

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 point.

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 can arrange with their teacher/the headteacher to bring their bikes to be locked at the side of the shelter. The pedestrian gate is locked all day so cycles can be safely stored here during school hours.

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. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

10. Footways

Pedestrian footways are 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.
- ❖ 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

Warning notices at entrances stating that only authorised vehicles are permitted on site. There is also signage to close the gates after entering and leaving.

Fencing

The school is securely fenced around the perimeter at the front of the school, around the yards and the field. All entrances are securely gated and locked throughout the school day. We are currently waiting for a security keypad on the main gate, but until that is installed the main gate must be left unlocked.

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. The caretaker monitors all footways weekly and keeps them clear of fallen leaves. He will spread grit over all footways when the weather is icy.

Poor visibility

There is good lighting for the car park and footpaths.