

TRAFFIC MANAGEMENT ARRANGEMENTS at Catwg Primary School

From April 2023

Contents

1. Introduction
2. Layout / Access
3. School Opening / Closing times
4. Official pupil transport management
5. Vehicles at school site
 - Visitor vehicles
 - Parent vehicles
 - Staff vehicles
 - Contractor vehicles
 - Building works vehicles
 - Servicing / Deliveries
 - Coaches
 - Emergency Access
6. Pedestrians at school site
7. Parking
8. Cycles
9. Pupils
10. Footpaths
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.

Catwg 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 Headteacher.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

Copies of the traffic management arrangements are also available from the school office and on the school website: <https://catwg-primary-school.j2bloggy.com/>

The document will be reviewed every two years and awareness raised regularly eg through parental events, newsletters, text message, JRSO meetings, and assemblies.

For further information, please contact the Headteacher.

2. Layout / Access



Access for vehicles is from Main Road, Cadoxton, and is via a driveway. The main gates will be closed between 9am and 3pm. Anyone wishing to access the school site must contact the school office via use of the intercom, or ringing the school office – 01639 642731.

By prior arrangement, visitors may park on the school site. Visitors should park within the designated visitor bays.

During the school day, parents/carers are not permitted to drive onto the school site, or to park on the layby at any time. Parking within the layby is strictly by arrangement only.

3. School Opening / Closing times

| | |
|--------------------|-----------------|
| Breakfast Club: | 8.10 – 8.25am |
| School Day: | 8.50am – 3.20pm |
| Morning Nursery: | 8.50 – 11.30am |
| Afternoon Nursery: | 1.00pm – 3.15pm |

4. Official pupil transport management

LSC pupils are transported to and from school by Local Authority transport, either taxi or minibus. Such vehicles are permitted to park on the layby whilst pupils are taken to class by the escorts. Drivers have been instructed to drive onto, and out of the layby with caution, and are not permitted to reverse on the layby at any time.

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.

In general, vehicles are not permitted to move on the site during break/lunch times. In exceptional circumstances this may be necessary.

In these circumstances, vehicles should use hazard lights and be driven slowly through the playground, under the supervision of a staff member. Before the vehicle moves, pupils will be alerted by a bell ringing, and will be directed to a safe place where they will remain under the supervision of staff.

I. Visitors' vehicles

The main gates are closed between 9am and 3pm. If visitors need access to the school site, a gate sign instructs them to pull onto the layby and use the intercom and/or telephone the school.

Visitors can park on the school site only if given permission, and only under supervision. Alternative on-street parking is available in the surrounding area, please be considerate and make sure that you do not block residential driveways or park where this could cause an obstruction.

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 on the signing in system. On departure, visitors should sign out at reception and leave the building by the main entrance door.

II. Parents' vehicles

Parents/carers are not permitted to bring vehicles onto the school premises at any time, this includes the layby. However, the Headteacher 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 Local Authority's "Safe Routes to Schools" initiative, parents/ carers 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.

III. Staff vehicles

Members of staff who wish to park on the school yard must arrive on site by 8.30am. As the school yard may also be used by pupils, drivers should proceed slowly at all times, and should park in gear, and with the hand brake on.

School staff may leave at the end of the day once the site is clear of pedestrians. If staff must leave during the school day, this will be done under supervision.

Drivers should always proceed slowly. 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. Registration numbers should be supplied to the school office so that you can be contacted if there is a need to do so.

IV. Contractors' vehicles

Contractors should arrange to visit the site by appointment and will be informed of site access arrangements prior to arriving.

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

VI. Servicing/Deliveries

As instructed by gate signage, drivers of service/delivery vehicles should use the intercom and/or telephone the school office if they need access to the school site. If access is authorised, this will be done under supervision. Access will not be granted during break/lunch times.

VII. Coaches

Coach drivers are required to use the layby in front of the school. If, for unexpected circumstances, coaches are unable to use the layby, they should park as closely as possible safely.

VIII. 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. Pupils will be alerted by a bell ringing and will be directed to a safe place where they will remain under the supervision of staff.

6. Pedestrians at school site

All pedestrians are advised to enter/exit the site via the designated entrances/exits and use the paths. Pedestrians should not walk on the driveway at any time.

Pedestrians should be aware that entrances/exits are adjacent to vehicular access points which will be in use during peak times and should exercise caution.

7. Parking

All staff are to use the designated car parking area. There are 12 designated bays within the car park area, with a further 3 for visitors and a disabled bay. No cars are permitted to park anywhere on site other than designated areas.

8. Cycles

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

9. Pupils

Pupils are made aware that the car park is 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.

Pupils are made aware that the driveway is out of bounds at all times.

10. Footpaths

Pedestrian footpaths 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 involve pupils in education and safety initiatives.
- Liaise with local Police regarding enforcement.
- Revise the travel plan regularly.
- Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- 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 should 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 are used on the driveway to control the speed of vehicles accessing the site.

Barriers

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

Gates

The driveway gates are closed between 9am and 3pm. In order to provide access for emergency services, the gates are not locked. They are controlled by a magnetic closure linked to the school office and/or key fob.

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 when necessary.