

Cwmafan
Primary School

Traffic Management
Policy

Signed *Lee Workman* **Dated** *7th July 2019*

Updated 20/01/26

Cwmafan Primary School
from 19/06/2019
Updated 20/01/26

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1. Introduction

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

Cwmafan Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when on the grounds of the premise or within the vicinity, 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. Persons 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 website <http://cwmafan-primary-school.j2bloggy.com>. The document will be reviewed annually and awareness raised regularly through staff meetings/parental events/pupil sub-groups/assemblies).

For further information, please contact: Reception on 01639 896312.

2. Premises opening and closing times

Breakfast club – 8:15 – 8:45am (summer term 2024)

Pupil/parent Access to Yard – parents/pupils advised to arrive from 8:45am.

Schools Opens to Pupils – 8:55

Registration – 8:55

Morning Break – 10:30 – 10:50

Infant Lunchtime – 11:50 – 12:50

Junior Lunchtime – 12:15 – 13:15

Afternoon Break (Infant Only) – 14:30 – 14:40

End of School Day – 15:20

3. Bus management

Buses arrive on site in the morning between 8:40 and 8:50. Buses arrive on site in the afternoon from 15:10 to 15:15. Buses remain on site until 15:30. The final bus has departed by 15:30.

3.1 Bus Management: Staff supervision

Staff supervise arrivals and departures in the morning and in the afternoon.

The caretaker will open the locked gate at 8:40, where the buses will be lined up waiting. The gate will then be closed and the caretaker will remain there. The TAs will come out to collect the children off the bus at 8:45 (marking their bus register). When the pupils are let out of the car park and are inside the main school gates the buses will depart. The caretaker will then lock the gate behind them.

The caretaker will open the locked gate at 15:10, where the buses will be lined up waiting. The gate will then be closed and the caretaker will remain there. The TAs will bring the children to the bus from 15:15. The children will then be marked off the bus register. The buses will then depart at approximately 15:25. The caretaker will then lock the gate behind them.

4. Premises entrances

4.1 Vehicles on the premises

Authorised visitors should arrange to visit the site by appointment and are to report to the office immediately upon their arrival. All visitors are informed not to arrive or depart at the start or the end of the day or at break or lunch times.

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

4.2 Staff vehicles

The gates leading from the yard to the staff car park are locked during the day. The caretaker locks the gates when he leaves the premises at 9:05am and unlocks the gates at 3:00pm.

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 building. It would be helpful if staff could supply the site with their registration number so that you can be contacted if there is a need to do so. To avoid unnecessary vehicle congestion, members of staff that drive to work, must arrive on site by 8:40. Staff may leave after 15:35.

4.3 Visitors

Visitors may park in the designated parking bays. Visitors should exercise extreme caution when driving on the site.

All visitors must report to reception and sign in before going anywhere on the site.

4.4 Parents' vehicles

At schools, parents/guardians are not permitted to bring vehicles into the school compound at any time. 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.

4.5 Pedestrians

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 site 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.

5. 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.

6. Vehicle access

6.1 Servicing / Deliveries

Drivers of any vehicles should not enter the school yard without reporting to the school office.

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 contact the site on 01639 896312 in advance, to agree the most suitable parking location.

Morning break – gates are locked at 10:20pm, children go out at 10:30pm

Lunchtime – Infant gate is locked at 11:45. Infants start dinner 11:45 in the bottom yard. Junior Gate is locked at 12:15 - Juniors start dinner at 12:15.

6.2 Buses, Mini Buses and Taxis

Drivers of school transport including mini buses and taxis are required to use the bus bay. If all bus drop off points are being used, buses must not enter the site.

School trips – buses pick up at the Spar gate because the bus bay is locked during the day.

For schools, 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. Bus Escort to insist pupils remain seated with seat belts on.

6.3 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.

6.4 Cycles & Scooters

Cyclists and pupils riding scooters must dismount before entering the site premises and must not ride on school grounds, including the yard. All bicycles and scooters must be parked safely and securely in the designated bike shelters.

6.5 Daisy Chain Creche

Daisy Chain, a local crèche, will utilise the bus bay each day to drop off pupils at 8:45am and to collect them at 3:30pm. Daisy Chain staff will be clearly identifiable by their company uniform. Each morning, Daisy Chain staff will escort the pupils safely from the bus bay to their respective classrooms. At the end of the school day, Daisy Chain staff will collect the pupils from their classrooms and accompany them to the bus bay. The Daisy Chain staff will be responsible for safely escorting the children onto the bus, ensuring that pupils remain supervised, organised, and boarded in a calm and orderly manner.

7. Pupils

At schools, 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.

8. 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.

9. Access to and from the premises

The site may at times have severe vehicle congestion problems close to and surrounding the premises. The following actions are promoted 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.
- 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.).

Accepted by

Name	Signature	Date

Review Date: bi-annually