



# Devonshire Primary Academy Car Parking Policy



Adopted by Governors/HT: HT  
Implementation date: Feb 2022  
Review period: 3 Years  
Last review date: Feb 2025  
Person responsible for policy: Business Lead

### **Statement of Intent**

Devonshire Primary Academy is located in an area unable to accommodate traffic from parents and staff. The aim of this policy is to reduce congestion and traffic volume around the school area, thereby minimising disturbance to our local community and helping to ensure the safety of staff, pupils and parents.

Devonshire Primary Academy aims to eliminate instances of:

- Cars stopping or parking on the restricted 'yellow marked' areas outside the school.
- Cars stopping or parking on pavements.
- Cars driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions and risk.

Staff, visitors and parents are asked to adhere to this policy to ensure a safe environment for all. This policy will be available to all via the school website.

For the purpose of this policy, the term 'staff' refers to any paid or unpaid staff, placement students or volunteers working in or on behalf of our academy.

Vehicle users of the school car parks do so at their own risk. Devonshire Primary Academy will not accept responsibility for any damage/accident or loss/theft.

### **Safety Controls**

The following safety controls are in place:

- A 5mph speed limit applies throughout the school site, signposted in 4 areas.
- A 30mph speed limit applies along Devonshire Road and Caunce Street.
- All cars must be parked in allocated spaces in the car parks.
- Pupils are not permitted to access the car parks, unless crossing under the supervision of staff.
- The car parks are adequately lit.
- Vehicles must never be parked in front of the school gates and barriers.
- Vehicles must never be parked on the restricted 'yellow marked' areas outside the school.
- Where possible, vehicles should not be parked partially on the pavement.
- Vehicles must never be parked wholly on the pavement.
- Vehicles must never be parked in such a way that restricts our neighbouring houses/businesses.

### **Staff Parking**

- The school has a dedicated staff parking area with 44 general parking spaces; 3 accessible bays for staff with disabilities (2 of which are currently used to park school minibuses) and 4 dedicated parking areas for the Senior Leadership Team. In addition, the school also has a visitor parking area with 2 general parking spaces and 1 accessible bay for visitors with disabilities.
- The staff parking area is accessible through a red/white barrier gate. On entry, the barrier is controlled via a secure access system and staff ID cards are programmed to allow

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access. On exit, the barrier gates will be activated when a vehicle is detected by the sensor – please drive slowly towards the barrier gate and be patient.

- Spaces are allocated to staff and visitors on a first come first served basis; access to a parking space is neither an entitlement nor guaranteed. Priority may be given to those with a disability (a Government issued Blue Badge must always be clearly displayed), those with short-term walking difficulties and pregnant staff members - prior authorisation must be sought from the Headteacher.
- Double parking is not permitted.
- Once the staff car park is full, staff may park in the 2 general parking spaces in the visitor car park. Staff members may also park on the roads adjoining the school, provided that parking notices are adhered to and vehicles are not parked in such a way that restricts the neighbouring houses/businesses.
- During term-time, staff members may access the car parks between the hours of 06:30 and 17:30.
- Staff may leave the car park during timetabled breaks, but must ensure that they pay due care and attention to potential hazards.
- If staff members can walk or cycle to school, they are encouraged to do so. Staff can lock their bike up inside the green gate perimeter close to the bin store. Devonshire Primary Academy will not accept responsibility for any damage/accident to or loss/theft of bikes.
- Staff must inform the school's Admin Team of the make, model, colour and registration number of their vehicle at each data collection point (typically the beginning of each academic year) and when their vehicle has been changed in any way.
- When asked to move their vehicle, staff must do so as soon as possible and without complaint. Failure to do so may lead to access to the car parking sites being revoked.
- Staff may not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities or the leasing of school buildings/facilities.
- Staff must not leave their car on school grounds overnight, over weekends or during holiday periods. Staff may be permitted exemption from this rule for special occasions; prior authorisation must be obtained from the Headteacher and the Business Lead must be made aware of the agreement.
- Family and friends of staff are not permitted entry to the staff car park to drop off or collect.

### **Visitor Parking**

- The school has a visitor parking area with 2 general parking spaces and 1 accessible bay for visitors with disabilities. However, these spaces may be filled by staff if the staff car park is full. Those using the disabled bay must ensure a Government issued Blue Badge is clearly displayed at all times.
- If the visitor parking area is full, visitors may be permitted entry to the staff car park, provided there are car parking spaces available (double parking is not permitted). To gain entry to the staff car park, visitors should press the buzzer on the right-hand side for attention; a member of the office team will use the intercom to obtain a name and the reason for the visit; the barrier gate will only be raised for access once the office team are satisfied with the information the visitor has provided. To exit, the barrier gate will be activated when a vehicle is detected by the sensor – please drive slowly towards the barrier gate and be patient.
- Access to a parking space is neither an entitlement nor guaranteed.
- When asked to move their vehicle, visitors must do so as soon as possible and without complaint. Failure to do so may lead to access to the car parking site being revoked.

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- Visitors may also park on the roads adjoining the school, provided that parking notices are adhered to and vehicles are not parked in such a way that restricts the neighbouring houses/businesses.

### **Parent Parking**

- The school has 0 parking spaces available to parents.
- Parents may temporarily park on the roads adjoining the school, provided that parking notices are adhered to and vehicles are not parked in such a way that restricts the neighbouring houses/businesses.
- Parents should:
  - Drop off/collect their child in an efficient, courteous and safe manner.
  - Respect our neighbours.
  - Leave plenty of time for their planned journey.
  - Leave the car at home where possible and walk instead.
- Parents should not:
  - Park outside the school gates and barriers.
  - Stop or park in the visitor car parking area, or the pavement alongside the area.
  - Stop or park on any restricted 'yellow marked' areas and double yellow lines.
  - Park partially/wholly or drive on pavements.
  - Block driveways or 'double park'.

### **Delivery Vehicles**

- Small deliveries should be brought to the office through the visitor entrance on Devonshire Road. For larger deliveries, delivery vehicles can access the staff car park through the red/white barrier gate which is controlled via a secure access system. To gain entry, delivery drivers should press the buzzer on the right-hand side for attention; a member of the office team will use the intercom to obtain information; the barrier gate will only be raised for access once the office team are satisfied with the information provided.
- The following delivery vehicles may also be permitted entry through to the staff car park:
  - Bin
  - Catering
  - Grounds Maintenance
  - Sanitary
  - Deliveries of a large quantity or heavy in weight
- On exit, the barrier gate will be activated when a vehicle is detected by the sensor – please drive slowly towards the barrier gate and be patient.

### **Traffic Strategies**

The school has the following traffic control strategies in place:

- Double yellow lines outside of school.
- 'Slow Down – Pedestrians' a-frame.
- Extended AM drop-off time.
- A crossing patrol officer on Counce Street on the zebra crossing.

### **Injuries Due to Traffic**

If a person is injured by a member of staff or visitor driving in the school car parks or on the school grounds, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school does not accept responsibility for injuries caused by staff, visitors, parents or delivery drivers etc. in the school car parks/grounds, regardless of the fact that the incident occurred on school grounds.

### **Damage to Vehicles**

Damage occurring to staff, visitor or delivery vehicles etc. while on school property will not be considered the responsibility of the school, unless the damage occurs due to a lack of adequate supervision of pupils during school hours, in which case, the school will accept responsibility.