

Reviewed: October 2025

Next Review Date: October 2026

Signed by:

Claire Jones Headteacher Date: October 2025

Andy Oddy Chair of Governors Date: October 2025

Euxton Primrose Hill School

Car Park Policy



1. Statement of Intent

Euxton Primrose Hill Primary School is committed to ensuring the safety of pupils, staff, and visitors while maintaining positive relationships with the local community. This policy sets out responsible parking practices and access arrangements to support these goals.

These guidelines help ensure the safety of everyone entering or leaving the school site. Parents and carers are responsible for supervising their children in the car park at all times.

Children are permitted to ride bicycles and scooters to school and store them in the bike sheds and scooter pods. However, they must dismount before entering the school grounds and use the designated pathways, avoiding the car park.

Pedestrians must use the allocated pedestrian paths and should not walk across the car park.

For safety reasons, parents are not permitted to enter the school car park when dropping off or collecting children. The Governing Body has implemented this policy to prevent children from walking among moving vehicles.

2. Car Parking Rules

The disabled spaces should be used and reserved for any of our pupils who have a registered disability.

Although we ask parents not to use the school car park, we do understand that there are some exceptional circumstances for our families. For example, it may be that a parent is suffering from a certain illness, or an injury or perhaps are in recovery after surgery and in these situations, we will help and support.

If any parent feels that they have an exceptional circumstance, they should discuss this with the Headteacher in the first instance. Permission will be given at the Headteacher's discretion; a permit will be issued. Any permission given is for a limited time only. This will be reviewed on an agreed timely basis depending on the exceptional circumstance.

When meeting to discuss the parking, we ask that parents sign our Parking Charter. If temporary permission is agreed, parents will be allocated a numbered parking permit, which must be displayed when using the car park.

3. Car Park Access

The school car park is not available for general use. The gates will be closed and locked during the following times: **8:50am – 2:45pm.**

4. Car Parking Rules

- **Disabled Spaces:** Reserved for pupils, visitors and staff with a registered disability.
- **Exceptional Circumstances:** Parents requiring temporary parking due to illness, injury, or recovery after surgery may request permission from the Headteacher.
- **Temporary Permits:** If approved, parents will receive a numbered parking permit, to be displayed when using the car park.
- **Parking Charter:** Parents granted temporary access must sign the School Parking Charter.
- **Review Period:** Temporary permissions will be reviewed, as agreed, depending on individual circumstances.

5. Parking outside of School

- Parents must adhere to local parking regulations.
- Do not block driveways, roads, or cause obstructions that could endanger pedestrians or other road users.

6. Safety Measures

- **Speed Limit:** A 5mph speed limit applies throughout the school site.
- **Restricted Access:** No vehicles are allowed on-site without prior approval.
- **Pedestrian Safety:** Clearly marked pedestrian routes must be followed at all times.
- **Parking Restrictions:** Parking in front of the school gates or on yellow-marked areas is strictly prohibited.
- **Emergency Access:** Emergency vehicle access points must remain unobstructed at all times.
- **Road Safety Education:** Pupils receive road safety education as part of the curriculum.

7. Staff Parking

- The school has 42 parking spaces, including 2 accessible bays for blue badge holders.
- Spaces are allocated based on priority needs, including staff working all day, disabilities, expectant mothers, and staff with long commutes.
- Staff are encouraged to car share, walk, or cycle where possible.
- Vehicles may not be left on-site during holidays unless explicitly approved.

8. Parent and Visitor Parking

We understand parking near the school can be challenging and appreciate your cooperation in keeping our school safe.

Parents and visitors should:

- ✓ Use designated drop-off points safely and efficiently.
- ✓ Park responsibly on nearby roads, following all parking regulations.
- ✓ Turn off engines when stationary to reduce emissions.
- ✓ Consider walking, cycling, or using public transport when possible.
- ✓ Respect local residents by avoiding driveways and junctions.

Parents and visitors should not:

- ✗ Drive into the school car park during restricted times.
- ✗ Park on yellow-marked areas, pavements, or in front of gates.
- ✗ Double park or block access for other vehicles.

Traffic Management strategies

- **Staggered Timings:** Arrival and departure times are staggered to reduce congestion.
- **Supervision:** Staff oversee drop-off and pick-up times to ensure safety.
- **Alternative Travel:** Families are encouraged to walk, cycle, or use public transport.

Accidents and Damage

- Drivers are responsible for any injuries or damage caused by their vehicles.
- The school does not accept liability for vehicle damage unless negligence can be proven.

9. Enforcement and Consequences

To maintain a safe environment, all users of the school car park must adhere to this policy. Failure to follow the rules may result in the following actions:

1. **Verbal or Written Warning** – Parents or visitors who fail to follow the car park rules will receive a reminder about the policy.
2. **Withdrawal of Parking Privileges** – Persistent or serious breaches (e.g., parking in restricted areas, unsafe driving, or blocking emergency access) will result in immediate loss of access to the car park.
3. **Formal Review by Governors** – If concerns persist, the Governing Body may take further action, including a ban on vehicle access to the school site.

4. **Reporting to Authorities** – Dangerous or illegal parking outside the school (e.g., blocking driveways, parking on double yellow lines) may be reported to the local council or police for enforcement.

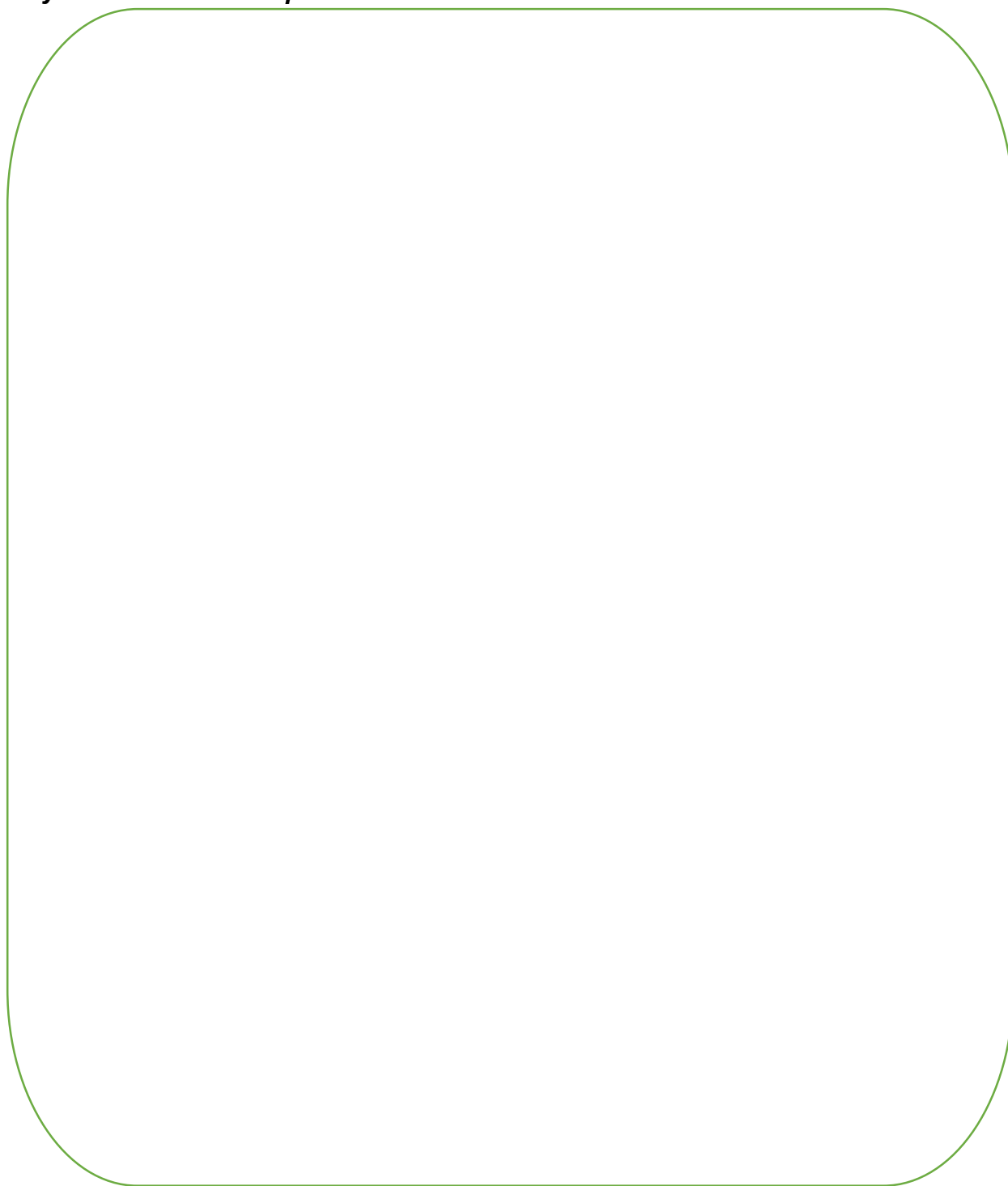
The school reserves the right to immediately revoke a parking permit if a driver is found to be acting in an unsafe or aggressive manner.

School Parking Charter

Parents granted temporary car park access due to exceptional circumstances must agree to the following:

- ✓ **Speed Limit:** A 5mph speed limit applies across the school site.
- ✓ **Care & Attention:** Drivers must take extra caution when manoeuvring in the car park.
- ✓ **Disabled Bays:** These are strictly reserved for pupils/parents who have been granted authorised permission, from school, to park in the car park and have been given a permit to do so.
- ✓ **No Parking on Walkways:** Parking on designated pathways or yellow lines is prohibited.
- ✓ **Emergency Access:** Access routes must be kept clear at all times.
- ✓ **Own Risk:** The school is not responsible for damage, accidents, or loss of property in the car park.
- ✓ **Courtesy & Respect:** All car park users must be polite and considerate.
- ✓ **Neighbour Consideration:** Users must not park inconsiderately near the school.
- ✓ **Incident Review:** Any incidents will be reviewed by governors, who may withdraw parking privileges if necessary.
- ✓ **Regular Reviews:** Parking permits are reviewed, as agreed, , and parents may be required to provide medical evidence or a blue badge.
- ✓ **Assistance:** If a parent is physically unable to leave their car, school staff will escort children (by prior arrangement only).

Parents are invited to write down details of the exceptional circumstance and why the use of the car park is needed.



Name: _____ Date: _____

Signature: _____