

MOORFIELD PRIMARY SCHOOL



SCHOOL TRAFFIC MANAGEMENT POLICY

Term Of Staff Review:	Spring 2026
Reviewed & Approved By Governing Body:	Spring 2026
Committee:	Full Governing Body
Term of Next Review:	Spring 2028

Inspiring Creative Learners for Exciting Futures

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 management.

Moorfield 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.

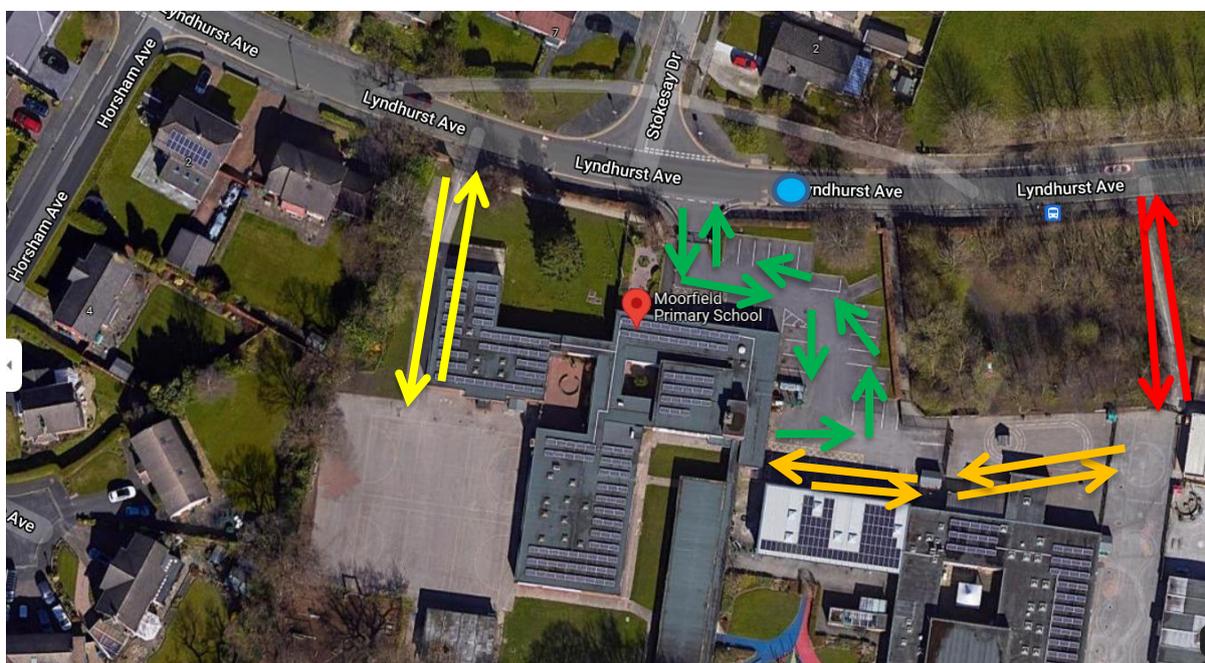
We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules.

Copies of the traffic management arrangements are available to school staff, parents and carers via the school website at www.moorfield.stockport.sch.uk

The document will be reviewed annually and awareness raised regularly through parental events, assemblies and school meetings.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

Layout/Access



Yellow - KS2 entrance and exit

Red - Reception/KS1 entrance and exit

Orange - Kaleidoscope entrance (in addition to following red system)

Green - Staff car park (access to parents with disabilities and parents of Kaleidoscope pupils at start and end of the day)

Blue circle - Crossing patrol (when appointment to the role is made).

Opening and Closing Times

8.45-8.55	KS1 gates inc Kaleidoscope open/close
8.50-9.00	KS2 gates open/close
15.15-15.30	KS1 gates inc Kaleidoscope open /close
15.15	Car park gates open
15.20-15.35	KS2 gates open/close

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

SLT supervise pupils' arrivals and departures in the morning and in the afternoon on both the KS1 and KS2 gates.

Pedestrians at school site

All pedestrians are advised to use the crossing patrol on Lyndhurst Avenue and enter / exit the school from the designated entrances / exits (see layout above) when a crossing patrol person is present. 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 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.

Children will enter the school grounds between 8.45am and 8.55am in Reception/KS1 and 8.50am and 9.00am in KS2 and make their way to their classroom. Children in Reception/KS1 will be escorted to their classrooms by parents/carers. Kaleidoscope children walking to school will enter by the KS1 entrance and continue along the footpath to the green gate at the side of the Kaleidoscope building. KS2 children will make their own way to their classrooms via the KS2 playground. Gates will be locked at 8.55am on the KS1 playground and 9.00am on the KS2 playground.

Gates will open at 3.15pm on the KS1 playground. Reception/KS1 and children will be collected at 3.25pm from the rear classroom door. Kaleidoscope children will be collected from the green gate next to the Kaleidoscope building. KS2 gates will open at 3.20pm and KS2 teaching staff will escort their class to the KS2 playground for collection at 3.30pm.

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.

Vehicles on site

Drivers should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

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.

Alternative on street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

Parents' vehicles

The majority of parents and carers are not permitted to bring vehicles into the school car park at any time, however the Headteacher will give permission to disabled drivers with a blue badge and parents/carers of children in Kaleidoscope. They may also give permission in exceptional circumstances.

The car park will be open to Kaleidoscope parents and carers and parents with disabilities from 8.45am and will close at 9.30am. The car park will reopen at 3.15pm.

When dropping children off, or picking them up, parents are requested not to park outside the school on either the single yellow, double yellow or zig zag lines on Lyndhurst Avenue or Stokesay Drive, and where possible are encouraged to walk their children to school. Parents and carers are reminded of this request via newsletters, emails and the school text message service.

The school displays clear 5mph speed limit signs in the car park, which should be respected by all road users.

Staff vehicles

The car park will be open for school staff from 7.00am until 6.00pm. Authorised visitors are welcome to park in the school car park. Staff should take care not to obstruct any access routes.

Visitors

Visitors may park in the staff car park in a designated parking bay. Visitors should exercise extreme caution when driving on the school grounds. All visitors must report to reception and sign in. This process will include sharing their registration number. On departure, visitors should sign out at reception and leave the building by the main entrance door.

There are also disabled parking bays for use by permit holders. If visitors need any advice on access or parking before their visit, please call the school reception on 0161 4834521

Contractor's vehicles

Contractors should arrange to visit the site by appointment and they must be informed not to arrive or depart at the start/end of the day.

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between School Business Manager, Premises Manager (where appropriate) and Contractor.

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.

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.

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

Cycles

Cyclists must dismount before entering the school premises and park in the cycle shelters in at either the KS1 exit or KS2 entrance.

Pupils

Pupils are made aware that parking areas are out of bounds. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss.

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.
- Revise the travel plan bi-annually.
- 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.

Car Park Risk Assessment

Hazard	Who might be harmed and how?	Controls in place	Additional controls required	Action by whom and when?	Completed
Large vehicles inc minibuses, delivery vehicles (including kitchen vehicles) manoeuvring, including reversing	Governors Parents Contractors Visitors Delivery Drivers Pupils Members of the Public walking, cycling or using scooters knocked over/crushed resulting in minor (concussion)/major injuries (broken bones, trauma, paralysis) or death. Road Traffic Collision (RTC) resulting in damaged vehicles/building/structures	<ul style="list-style-type: none"> • Gates are maintained annually. • Pedestrian crossing(s) are in place. • Traffic routes indicated by clear signage for drivers and pedestrians. • Parking bays/Disabled bays are clearly demarcated. • Suitable (5/10mph) speed limit signage displayed. • Traffic calming measures (speed bumps) in place on Lyndhurst Avenue to slow traffic outside school and entering the car park. • One-way system is in place for pedestrian gates, suitable no entry and signage displayed to demonstrate this. • A School Safety Zone (SSZ) (20mph) limit is in place external to the school. Bus stop located external to school. • Lollipop person in place external to the school. • Fence/barriers in place external to the school. • No parking signage in place for emergency vehicle access. • Dedicated cycle storage provided. • CCTV provided in car park. • Teaching and non-teaching staff monitoring the car park during school open/closing times. • Grit bins located around the premises and gritting regularly carried out during inclement weather. • Coaches and minibuses parked with their doors to the kerb outside school in line with the coach companies risk assessment We hold on record the bus and travel companies risk assessment. Pupils/students follow pavement to board safely. • Enforceable parking restrictions in place. • Bollards, planting, cones help physically to prevent parking and direct traffic directly outside school gates. 	<ul style="list-style-type: none"> • Hedges to be cut to increase visibility. • Restricted deliveries and refuse collections to school and or kitchen outside morning and afternoon drop offs. • Elongated 10 minute staggered window from 8.45-8.55am for morning drop-off and 5 minute gap between KS1 and KS2 finish times at 3.15 and 3.20pm • Promotion of pedestrian and cycle routes. • Parents informed frequently of the school traffic management policy of not parking within the school or surrounding area. • Drivers and pedestrians are informed via induction and refresher training. 		
Poor visibility including poor lighting conditions, blind corners/overgrown vegetation etc.					
Vehicles being parked single or double yellow lines outside the school gates or not in parking bays					
Shared access with other users i.e. pre-school					
Vehicles travel at excessive speeds in the car park					

<p>Hazard – inclement weather – snow/ice/ heavy rain affecting how vehicle travel and how pedestrians act</p>					
<p>Vehicle movements outside the school premises (including incorrect parking, blocking of roads and highways) (staff arriving/leaving, delivery vehicles, school buses transporting pupils/students, parents collecting and dropping off pupils). Regular high-volume movement of pedestrians outside the school.</p>		<ul style="list-style-type: none"> • Liaison and engagement with the police, local authority highways department, • Supervisors wearing hi-vis jackets during collection and dropping off. • Controlled gates to lockdown transport movements until pedestrian movements cease. • School Crossing Patrol Officer (SCPO) in place. 	<ul style="list-style-type: none"> • Consultation with internal and external state holders. • Usage of enforcement cameras to issue fines. • Site monitoring and reporting • Develop information, instruction and/or training for staff, pupils, visitors and parents. • Develop school traffic and travel management plan (using aerial images) in order to determine risk areas (including desire/sight lines), school site, one-way systems, car parks and drop-off and pick-up points, main access routes for pedestrians and vehicles, main pedestrian walking routes, obstacles or road layout, cycle paths, staff supervision points, issues caused by other sites surrounding that increase traffic. • Usage of cones. • Pupils/Students reminded about road safety during assemblies and registration, during the curriculum (using PHSE programme of study, THINK!, Sustrans and bikeability) and road safety campaigns (including the annual road safety week). • Parents regularly encouraged to walk/cycling to school and park correctly outside of school. • Working alongside user groups to reduce the risk 		