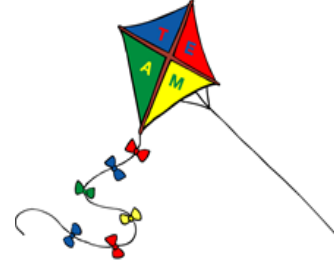


# TWYFORD ST MARY'S CofE PRIMARY SCHOOL



## TRAFFIC MANAGEMENT PLAN 23-24

The aim of this plan is to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site.

### Parking

- Parking on the school premises is for school staff and contractors only.
- Staff should not park their cars in the top playground. Currently only one member of staff has permission to leave their car by the cycle shelter.
- The staff car parking area is by the side of the school
- There is sufficient lighting in this area to make it safe for staff leaving after dark. Adequate lighting is in place (alterations made 2020)

- There are no designated disabled parking spaces on the school premises.

### Staff

- If staff are entering or leaving the staff car parking area during the school day when children are playing the adults on playground duty must be informed before the vehicle begins moving.
- Two supervising adults must ensure the children are kept well away from the car and close the gates securely as soon as the vehicle has left the playground.

### Pupils

- Pupils should be made aware of traffic and road safety issues.
- Pupils should not open or close gates for vehicles entering/leaving the playground.
- Cycling/scooting is not permitted on the school site except during cycling tuition sessions.
- Pupils cycling to school should dismount at the school gate and bicycles/scooters should be walked to the covered cycle shelter in the top playground.

### Contractors

- Contractors, including Grounds Maintenance staff, must report to the school office before accessing the school site to ensure safety measures are in place for the duration of their visit to the site.

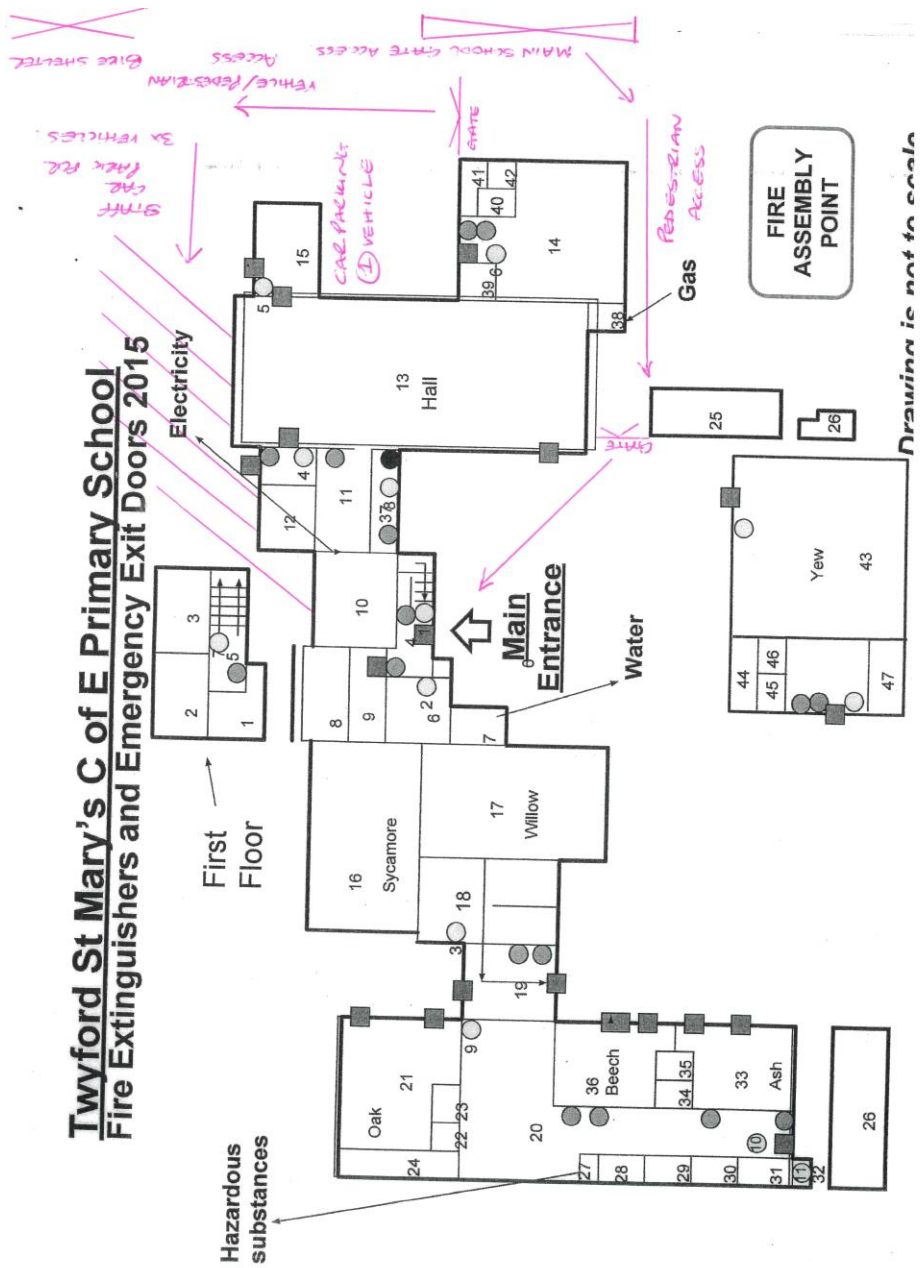
### Parents/Carers

- Parents/carers must not drop off their children outside the school gates.
- They should not park in the roads immediately surrounding the school (School Road, Hill Rise or on the corner of School Road/Queen Street).
- Cars should be parked safely and legally in the village and children walked the remaining distance to school.

- Regular weekend or evening parking is not allowed on the school site.
- Exceptions are made for specific events/periods as required. Risk assessment forms must be completed for these occasions.

**Pedestrians**

- Pedestrian directions are marked by signage by the school entrance (updated 2021).



## **Local Residents**

- Local residents should be discouraged from parking close to the school gates making it difficult for staff cars, contractors and deliveries when entering and exiting the premises.
- Blocking the school gates could prevent emergency vehicles such as fire engines and ambulances from getting on to the school site.
- The school will inform residents in School Road of events such as the fete which may result in increased levels of traffic.

The Resources Committee/Health and safety Governor will monitor the implementation of the school's traffic management plan.

**Checked September 2023**  
**Annual Review**