

STAINES PREPARATORY SCHOOL



CAR PARKING POLICY

Review Procedure:	Annually for September
Person Responsible:	Facilities Manager
Reviewed by: Facilities Manager	February 2019
Approved by School Business Manager:	February 2019

Car Park Policy

Aims for a car parking policy

Staines Preparatory School (SPS) is a very busy and well used venue. The School provides services for around 400 children at any one time and also employs around 90 staff. The front car park provides 36 marked parking spaces, and there is always high demand for these spaces.

The front car park may be used to drop off SPARKS children before 08:20 am, and to collect them after the School buses have left at 16:15. Before 08:20 am we request that parents do not park their vehicles in the marked parking bays, but drop off their children so they can enter the school through the supervised gate. Between 08:30 and 8.50 am children may be dropped off in the front car park where a SPARKS staff member will supervise them into the playground.

There is an agreement between the School and Spelthorne Borough Council enabling the use of the front of the Spelthorne Borough Council building as a supervised drop off zone for Children in Years 3 to 6 or for younger children with an older sibling in years 3 to 6.

This policy is intended to produce clear guidelines which can be followed and referred to by all potential car park users. The safety of all School users, but particularly young and vulnerable children, is our primary concern.



Basic Principles

There are 36 marked parking bays within the front car park, 1 of which is marked as disabled spaces for blue badge holders, 2 marked as visitors, 2 reserved for School Minibuses and 2 reserved for Headmistress and Business Manager. The remaining 29 marked bays are for the key staff during the School day.

There must be no vehicles parked within the yellow hatch line areas at any time.

All staff vehicles should clearly display an allocated number while parked on school premises.

Vehicles must be reversed into marked bays within the car park.

Traffic Safety

PARENTS AND GUARDIANS ARE RESPONSIBLE FOR THEIR CHILDREN'S SAFETY IN CAR PARKS.

A **5mph** speed limit must be observed at all times on site and, for safety reasons, drivers must follow and adhere to the directional arrows. Parents are encouraged to hold their child's hand while outside secured School grounds, and to use the pavements and safe walking routes to SPS where possible. There must be no pedestrian traffic through the School's front car park exit gate. Pedestrian traffic must be restricted to the green marked areas within the car park and the pedestrian entrance/exit gate must be used.

Alternative Parking Provision

There is ample on-street parking available in the surrounding roads. SPS parents, visitors and staff are asked to ensure that they always park considerately and safely, bearing in mind local residents and other road users. SPS parents, visitors and staff must always observe and follow road signs and markings. **Please note that it is illegal to park on the double yellow lines and the 'zig-zags' outside the School.**

Alternative Modes of Transport

Staff and parents are encouraged to use alternatives to the car wherever possible. SPS is situated close to the main 290, 117, 438 bus routes. Staines train station is within a five minute walk. Travelling on foot and by bicycle is also encouraged wherever possible and a cycle shed is provided adjacent to the South gate.

As an alternative, SPS operates a minibus service. Details are available from the office or school website.

Parents and staff are also asked to consider car sharing if possible. The details of the currently running car Parent Neighbourhood sharing scheme are available from the Reception Office.

Parking Enforcement

SPS staff will regularly monitor the car park to ensure the systems in place work as well as possible. While we cannot enforce parking rules, parents are asked to heed the Home School agreement to behave respectfully towards other parents, whether parking on school property or in the surrounding car parks or side streets.

Pedestrian gates to the School will always be manned when unlocked.

Vehicles found to be parked outside of marked bays, or otherwise parked unsafely will be noted. Offending drivers will initially be spoken to and reminded of the School policy.

Staff employed by SPS or Spelthorne Borough Council are not to be subject to any form of abuse. Any such instances will be dealt with extremely seriously. This may result in calling the police if deemed appropriate. Please refer to the School's 'Keeping School Safe from Threats, Abuse and Violence' Policy