

Litchard Primary School

Ysgol Gynradd Litchard



Car Parking Policy

2025-2027

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Approved in GB meeting:

Signed: _____

Chair of GB at Litchard Primary

CAR PARK POLICY

The governors of Litchard Primary School seek to provide a safe and secure means of access to the school for pupils, staff and visitors by controlling vehicular access to the site and ensuring the school car park is used safely and responsibly. This is clearly stated within the school's traffic management plan, which is updated when needed but is presented to the Health and Safety Committee every Autumn Term.

The Policy

To ensure safe access to school for pupils, staff and visitors the following safety controls apply:

- A 5 mph vehicle limit applies throughout the site.
- All drivers must exercise due care and attention when manoeuvring in the car park.
- All cars must be parked in the allocated spaces or in a space agreed by the Headteacher.
- Children must be closely supervised while moving around the paths which encircle the car park.
- You **must reverse in to spaces** - it is not safe to drive in and reverse out as you may not see a child or vehicle as clearly.
- No pedestrian should cut across the car park at any time.
- The car park will be monitored regularly by the site supervisor and Headteacher.
- The gates to the school will be locked at 8:30am and 9:15am and will remain closed between 2:45pm and 3:30pm.
- Users of the school car park do so at their own risk. Litchard Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- Visitors (such as contractors) requiring access to the car park or other areas of the site should report to the Headteacher/Admin officers for authorization and access onto the car park.

- Visitors, staff or parents must follow the one way system within school.

To support this policy the school (including the governors) have the following responsibilities:

To ensure this policy and its application is monitored, the Headteacher has the discretion to change the pattern of use *or even withdraw the permission to park on the school site* if it is felt that the safety of the pupils, staff or visitors is being compromised. If this policy is consistently ignored a ban to the site may be imposed.

- To provide reinforcement of this policy to the children through a whole school assemblies.
- To ensure the paths are kept clear of hazards and ensure all pedestrian gates are open.
- To provide appropriate signage, lighting and line marking.
- To make this policy available to parents, staff and visitors via the school's website.

To support this policy parents, have the following responsibilities:

- Parents/Carers are to be aware at all times that this is a school car park and to supervise their children closely.
- Families/children should not arrive on the site before 8.35am, unless using breakfast club and must remain on the paths that perimeter the car park.

Users of the school car park do so at their own risk. Litchard Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.

Appendix 1:

Our Car Parking Safety Guidelines

- There is a **5-mph speed limit** in the car park at all times
- Visitors and staff must **reverse into spaces** – it is not safe to drive in and reverse out as you may not see a pedestrian or vehicle as clearly
- **Families, visitors, pupils and staff** must **stick to the paths** around the car park and must not use the car park as a short cut.
- The car park is **one way** and you enter via Garfield Avenue and exit Heol Yr Groes.
- Visitors and staff must **only park in allocated areas** as parking elsewhere reduces visibility for all and is not safe.
- Please leave allocated disabled spaces free for visitors and family members with blue badges.
- **Vehicles will not move** in the car park from **8:30am until 9:15am** and from **2:45pm to 3:30pm**. If visitors or staff need to leave during these times, please park outside the school grounds.
- **Pedestrians must stick to the paths below and the red area is out of bounds for families and children at all times.**

