



Wychwood School

On-Site Vehicle Movement Guidance

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Created: November 2018

Date of next Review: November 2020

1. Introduction

1.1. This guidance applies to all traffic movement undertaken on school premises

2. Objectives

- 2.1. To ensure that the school site is organised so that pedestrians and vehicles can circulate in a safe manner.
- 2.2. That vehicles and traffic routes are separated wherever possible.
- 2.3. That traffic routes are suitably controlled and signed where appropriate.

3. Guidance

- 3.1. The Bursar will have responsibility for the implementation of this guidance with support from Maintenance staff.
- 3.2. The following areas will be addressed:
 - 3.2.1. School minibus
 - 3.2.2. Staff parking
 - 3.2.3. Deliveries and external contractors
 - 3.2.4. Holiday usage
 - 3.2.5. Parents and other visitors
 - 3.2.6. Bicycles
- 3.3. Clear signage will indicate designated parking spaces for the school minibus and staff parking.
- 3.4. The school minibus is often returned by staff and parked facing the wall. The facilities team will turn it round on the following morning if this is the case to allow ease of egress.
- 3.5. Staff parking is organised by the Bursar and staff are required to use the space assigned to them.
- 3.6. Deliveries usually do not lead to vehicles on site. The school side gates are used by drivers, leaving their vehicles on an adjacent road. Where deliveries are bulky and require a lorry or van on site, the Bursar or Maintenance Team will closely supervise all vehicles needing to access the school site.
- 3.7. In the holidays external contractors may park in the school car park.
- 3.8. The School may use the school car park as a source of income by renting out parking spaces during the school holidays.
- 3.9. It is regretted that there are no parking facilities for parents or visitors in the school term. There is two hour free parking on adjacent roads.
- 3.10. Staff and governors are issued with parking permits annually to allow the school to monitor the use of the car park.
- 3.11. Staff, parents and girls often come by bicycle – please see the cycle policy. Bicycles should be stored in the bicycle sheds and must be secured by a robust cycle lock.

4. Movements in designated car parking areas

- 4.1. No pupils, at any time, are allowed to walk through the staff car parking areas, front and back. Access to the school buildings must be through the side gates on Bardwell Road. Any pupils seen not observing this school rule must be addressed by members of school staff. Reminders to girls are regularly given out at school assemblies.
- 4.2. Groups hiring the school hall – who tend to use the school in the evenings or at weekends - are regularly reminded to take care when entering and leaving the premises as their entrance and exit tends to be through the main school gates.