TRIMLEY ST. MARTIN

Car Parking & Vehicle Access Policy

Approved by:	Full Governing Body	**Date:**	04.12.25
Last reviewed on:	October 2025		
Next review due by:	Autumn Term 2026		

*(not parents/carers)

Introduction

This policy applies to the school community this includes staff, governors, parents and/or their carers, Lettings, contractors, and visitors to the school.

Car parking at the beginning and end of the school day is a problem at most primary schools. Children and parents arrive and depart in a relatively short period of time, and this causes congestion. Some while ago, Governors restricted the movement of cars inside the school gates to improve safety within the site, but considerable danger still exists outside the school gates.

There have been instances of:

- cars entering the school site at peak times when children are arriving/leaving.
- cars stopping or parking on the restricted yellow marked areas outside the gates.
- cars stopping or parking on pavements.
- cars driving along pavements to get around congestion.
- periodic complaints from residents about drivers' behaviour and vehicle obstruction.
- cars performing three point turns directly outside the school.
- cars parking in Rosslea Farm Shop.

The school community are asked to walk to school wherever possible, if you must come by car, try to share trips with neighbours or friends, observe the traffic regulations here and in the surrounding residential roads. The school has a duty of care to its neighbours. Parking on restricted areas or mounting the pavement is a traffic offence.

We work hard to promote sustainable and safe school travel in partnership with the community and police.

School Site Access During Normal Operating

The school site has one vehicle access route and provides allocated parking for 12 staff vehicles including 1 disabled bay and enough room for an additional 4 vehicles (at the top end of the car park - 2 spaces, outside the school office - 2 spaces).

The parking bays are marked, staff and visitors* are asked to please not park on the double yellow lines or on the hashed lines indicating allotted areas for the wheelie bins and access area to the school swimming pool and wooded forestry school.

The zebra crossing must always also be kept clear, as it is the main access to the school's playing field, there is a barrier walkway in the staff carpark allowing safe access for pedestrians to access the school field from the school.

*(not parents/carers)

There are not enough parking bays for all staff or visitors* to park in the school's car park. It will be treated on a first come first served basis; once the car park is full, off-road parking outside the school will need to be used.

We have several deliveries during the day where clear access across the car park is required but also for emergency vehicles, access to all external areas of the school must always be reachable.

Policy

- **Parents / carers vehicles are not permitted to drive onto the school site.**

- A member of staff in the morning will meet the children being dropped off using the bus layby between 8.45 a.m. and 9.00 a.m. Parking and leaving the vehicle unattended is not permitted.

- There is parking, where indicated, outside the school. Please do not park on the single and double yellow lines painted on the road by the highways department, as this can cause gridlock outside the school and make it difficult for pedestrians crossing the road. Only marked parking spaces may be used. Double parking or parking outside these spaces is not permitted by law.

- Staff and visitor* parking are on a first come first served basis and only marked parking spaces should be used.

- For staff and visitors*, if the car park is full and items need to be offloaded, you may pull into the car park, offload, and then move your vehicle to outside the front of the school unless a parking bay has become available.

- Parents / carers may apply for a Temporary Parking Permit on the grounds of medical or other exceptional circumstances. Issue of a Temporary Parking Permit will be at the discretion of the Head Teacher. Each permit will be issued with an expiry date that will require a review should the parents / carers wish to reapply and should be clearly displayed on the dashboard of the car, as shown in Appendix 1.

- Visitor's parking in the staff car park without permission will have a notice placed on their front windscreen as shown in Appendix 1.

- For staff of after school clubs and lettings being held at the school between 7.00 a.m. to 9.00 a.m. and 3.15 p.m. to 6.00 p.m. will need to apply for a Temporary Parking Permit, it will be at the discretion of the Head Teacher and if issued, will only be honoured if there are available spaces available in the car park. In the event there are no available spaces, you will need to find parking outside the front of the school.

- Visitors to the school will be encouraged to use parking outside the front of the school, if a space is available then they may park in the staff car park, a permit will be given to them by the school office to display on their dashboard.

*(not parents/carers)

- The gates leading onto the school field from Kirton Road should always be kept clear. The Highways Department have painted double yellow lines on the road in front of the gate. This is an emergency gate, which leads onto the school playing field.

- Please ensure that you read the notice in the bus layby that stipulate the Highways Department regulations for use.

- If staff leave the premises at lunchtime, the car park gates must be closed on entering / exiting.

- Staff member on playground duty to ensure all gates are closed, playground gates and car park gates.

- Delivery drivers to open and close school gates behind them.

- The gate at the back of the school leading onto the bridal path will be kept padlocked unless a member of staff is arranging a local walk, the key is available from the school office.

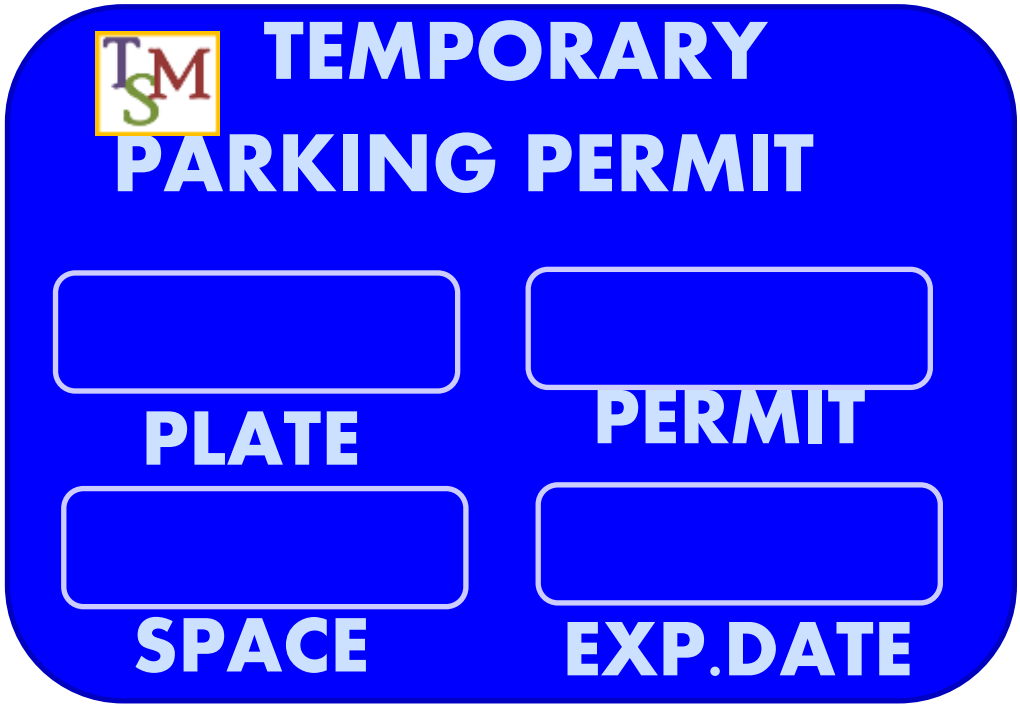
The bus layby in front of the school goes a long way in the battle to cut down on the congestion outside the school and makes it a safer environment for the children. If you do use the layby, please drive to the front of the line and signal in and out so that other drivers are aware when a space may become available for them to use. Remember once you exit your vehicle you are considered as being parked and can receive a fixed penalty fine from Parking Enforcement Officers.

From time to time the layby is used for school coaches that have been booked for educational visits and swimming lessons. We ask that you are considerate to the coach drivers when they are using the layby.

Thank you for helping to keep our school a safe place.

*(not parents/carers)

Appendix 1



PLEASE DO NOT
PARK HERE

This is part of our Safeguarding, Health & Safety, Fire Risk Assessment and Evacuation Plan

*(not parents/carers)