

St Mary's CE School

Parking Policy

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1. Introduction

The school car park is intended for the sole use of staff and authorised visitors during the school day. Even with these restrictions in place, parking is limited, and cars are regularly double parked. This reduces the available space for manoeuvring of vehicles, particularly large delivery lorries and school taxis, and also restricts access for emergency vehicles, thus significantly increasing the health and safety risk to our children. For this reason, we encourage parents and carers to find alternative parking whenever possible.

However, we regularly experience a significant volume of parents/carers accessing the car park at peak times and we do appreciate that there are genuine circumstances where the mobility of parents/carers or children is compromised. Previous efforts to manage this by issuing permits to parents/carers with a genuine need to drive to school has, in itself, become unmanageable as we are receiving an excessive number of requests, which our small car park simply cannot cope with.

In an effort to make the system safe and fair to all, the Governing Body of St Mary's CE Primary introduced the Car Parking policy with effect from 1st January 2018.

2. Scope

Who is included in these arrangements?

This policy applies to:

- St Mary's CE Primary school staff,
- Parents/carers of children attending St Mary's CE Primary School,
- Parents/carers of children attending PearDrops Pre-school,
- Visitors to the school, including agency staff and contractors.

3. Driving on to the school site

Vehicular access to St Mary's site is authorised for the following persons only:

- Staff employed at St Mary's CE Primary School and displaying an official St Mary's parking permit,
- Parents **dropping off** children at the Breakfast Club **before 8.15am only**. *However, we do ask that parents use the walking bus, departing from the layby at 7.45am, whenever possible.*
- Parents **collecting** children from Afterschool Club **after 4.45pm only**,
- Professionals attending for meetings outside of peak times, i.e. 8.30-9.00am and 3.00-3.30pm,
- Agency staff, who must leave their vehicle registration details at reception,
- Delivery vans,
- School taxis,
- Emergency vehicles,
- Contractors outside of peak times, i.e. 8.30-9.00am and 3.00-3.30pm,
- Parents collecting sick children outside of normal school finishing time.

4. Applications from other parties

For those who fall outside of the criteria in Section 3, an application must be made using the form in Appendix 1. Applications will only be considered from or on behalf of the following:

- Parents/carers who are in possession of a disabled Blue Badge. (Please note that the school site is private property and thus, we are not legally obliged to allow access or parking for Blue Badge holders.)
 - a) Proof of Blue Badge entitlement will be required.
 - b) Please note that if a St Mary's permit is granted, in accordance with the Blue Badge rules and regulations, you should not use the permit to allow non-disabled people to take advantage of the benefits while you sit in the car.
- Children attending St Mary's CE Primary School, who have access problems.
 - a) Granting of permits in such circumstances will be at the discretion of the Headteacher.

Application for School Parking Permit

The school car park is intended for the sole use of staff and authorised visitors (please see Parking Policy for details of permitted categories) during the school day. Even with these restrictions in place, parking is limited, and cars are regularly double-parked. **This reduces the available space for manoeuvring of vehicles, particularly large delivery lorries and school taxis, and also restricts access for emergency vehicles, thus significantly increasing the health and safety risk to our children.** For this reason, we encourage parents and carers to find alternative parking whenever possible. However, St Mary's Governing Body and/or Headteacher will consider, without bias and without precedent, applications from anyone who meets the criteria detailed in section 4 of the Parking Policy. To enable us to do so, kindly complete this form providing as much information as possible and return it to the school office. Your application will be considered at the next Governors' meeting and you will be notified of the outcome shortly after. Thank you for your cooperation.

Name of Applicant:	
Address of Applicant:	
Child's Name and Class:	
Relationship to Child:	
Please explain your reason for requesting a permit, giving as much information concerning any physical restrictions as possible. (Please continue on the reverse of this sheet if necessary).	Please note that you must be a Blue Badge holder and be able to produce the Blue Badge for inspection by a member of the school's admin team.
What days/times would you wish to use the car park?	
How long would you require the permit, e.g. a month/a term/whilst my child is at St Mary's?	

Signed: _____ Date: _____

For office use only:

Blue Badge Evidenced:	Date to Governors:	Outcome:	Date Applicant Advised of Outcome: