



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Moorlands Primary School Parking Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Becky Freeman and Amanda Denney	September 24	September 26	September 2024
Georgina Shaw	March 25	March 25	May 2025

Statement of intent

The aim of this policy is to reduce congestion and traffic volume around the school area, minimising disturbance to our local community and helping to ensure the safety of staff, pupils, parents and all site users.

Moorlands Primary aims to eliminate instances of:

- Cars entering the school site at peak times when pupils are arriving/leaving.
- Cars stopping or parking in anything other than a marked parking bay.
- Cars stopping or parking on pavements or other restricted areas outside school.
- Cars driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.
- Idling engines.

All site users are asked to adhere to this policy to ensure a safe environment for all. Copies of this policy will be made available to all parents, staff and visitors via the school website or in hard copy from the school office. Pupils' responsibilities will be reinforced via assemblies.

Safe and considerate parking

Moorlands Primary school is in a residential area. We have always worked hard to maintain good relations with our neighbours, and to this end we would remind all parents to be extremely careful and considerate when parking cars at both ends of the school day. Please DO NOT park cars across any driveways, thus preventing any households from going about their business. Also, DO NOT park on the grass verges, as this dangerously impedes the vision of drivers leaving the car park. Parking is also obviously not permitted on any zig zags, double yellow lines or yellow hatchings, as it is vital that emergency vehicles can access school at any time of the day. The Laund Hill Community Club car park can be used as a park and stride facility for Moorlands Primary School. Families are reminded to park considerately in the facility.

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

Car Park Barrier

- **6:00 AM – 8:15 AM**  **Barrier Raised – Free Access**
 - **Vehicles can enter and exit freely.**
- **8:15 AM – 8:40 AM**  **Barrier Down**
 - **Restricted access.**
- **8:40 AM – 9:05 AM**  **No Access – Barrier Locked**

- **🚫 No vehicle movement allowed (neither entry nor exit).**
- **Vehicles must remain parked.**
- **9:05 AM – 3:20 PM 🚫 Barrier Down**
 - **Restricted access.**
- **3:20 PM – 3:35 PM ❌ No Access – Barrier Locked**
 - **🚫 No vehicle movement allowed (neither entry nor exit).**
 - **Vehicles must remain parked.**
- **3:35 PM – 3:45 PM 🚫 Barrier Down**
 - **Restricted access.**
- **3:45 PM – 6:00 PM 🚫 Barrier Raised – Free Access**
 - **Vehicles can enter and exit freely.**
- **6:00 PM – 6:00 AM 🚫 Barrier Down**
 - **Restricted access.**

The school car park remains closed to ALL cars between the times of 8:40am-9:05am and 3.20pm-3.35 pm. This is to ensure the safety of our children.

- The school has 61 marked parking bays, 5 of which are disabled parking bays. On an average day we have 82 staff members in the building. There are no parking spaces available to parents/carers unless permission is granted by the Headteacher on an individual basis for specific reasons.
- Parking within the school car parks is restricted to staff and official visitors only, from 8.15am-3.45pm. Parents are able, following the guidance, to use the car park to access before and after school club from 6:00am - 8.15am and 3:45pm - 6.00pm, however staff parking has priority.
- Parents/guardians should not use the school car parks for dropping off or picking up children at the beginning or end of the school day, unless this has been agreed by prior arrangement with the Headteacher.
 - In exceptional circumstances, parents/guardians are permitted to pick up their children in the car parks once school is in session (after 9am or before 3:00pm), if for example they are picking up an ill child by approaching the barrier and using the intercom to speak to a member of the office team and gain authorisation to access.
- Minibuses carrying children to and from trips, will need to access the front of the school building, to ensure children can enter and exit the bus safely. This may block disabled bays and other parking spaces.
- No vehicle other than emergency vehicles should park on the cross hatching in the car park. Should an emergency vehicle need to enter the car park, key staff have the ability to override the system and raise the barrier.

- Pupils should use designated paths and walkways wherever possible, provided for their safety. They should not walk, cycle or use scooters through the car park or across parked vehicles where vehicles could be moving.
- 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 car park.
- The car park will be monitored regularly by school staff.
- Users of the school car park do so at their own risk. Moorlands 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 approach the barrier and use the intercom to speak to a member of the office team and gain authorisation to access.

- **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 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.
- Not to share the access code for the barrier.

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.
- Parents/children should not arrive on the site before 8.30am.
- Children who are dropped off will come straight into school. Parents accompanying their children onto the playground will be responsible for their supervision.

Law

The school will abide by the legal obligation to make reasonable adjustments for disabled people as stated in the Equality Act 2010. It states that service providers (School) are to take reasonable steps to ensure that disabled people do not find it impossible or unreasonably difficult, to enjoy the same basis as non-disabled people.

Blue Badge Holders

The guidelines have been informed by the Department of Transport's 'Blue badge Scheme: Rights and responsibilities in England'.

1. A blue badge is intended to help the disabled to park close to school, either as a passenger or drive.

2. The Blue badge is allocated to the holder and not the vehicle. It is for the holder's use and benefit only.
3. The Blue Badge holder may be the driver of the vehicle or a passenger.
4. The Blue Badge is intended for an on-street parking only. Off-street car parks, such as those provide in local authority, schools or hospitals car parks etc, are governed by separate rules outlined in these guidelines.
5. The school car park is private property. The use of the school's car park for both Blue Badge holders, and the non-disabled is at the school's discretion. **By law, Blue Badges do not apply on private land.**
6. The school retains the right to deny access to any member of the public, particularly if there are any staff and pupils safeguarding issues or the users are misusing the concessions and privileges.
7. The car park is essentially used by staff and they are authorised users.
8. Parents, who are not disabled and Blue Badge holders, should not use the car park.
9. The school provides three car parking spaces for the disabled and Blue Badge holders.
10. If there are registered disabled pupils in school and several staff/parents who are themselves registered disabled, then if both designated spaces are occupied by Blue Badge holders, other vacant parking spaces may, at the school's discretion, be allocated temporarily, provided other vehicles, exits and entrances to the building are not blocked.
11. Holders of Blue Badges are asked to make themselves known to the school. They are obliged to identify themselves to members of staff, if they wish to use the car park regularly, they will be provided with a copy of these guidelines.
12. The school reserves the right to challenge members of the public who wishes to gain access to the school's car park and this includes Blue Badge holders who are drivers or passengers of vehicles.
13. Holders are asked to display the Blue Badge when they park in the school car park, as well as a Moorlands permit, where they can be clearly read through the windscreen.
14. The Blue Badge holder is reminded not to use the badge to allow non-disabled people to take advantage of the benefits and concessions while you, the badge holder is sitting in the vehicle.

We will strive to be fair-minded with all blue badge holders, but there may be occasions when we will refuse access to the car park, specifically if:

1. The Blue badge holder is not present in the vehicle as driver or as a passenger.
2. The Blue Badge holder has not previously identified themselves to the school staff.
3. The Blue Badge holder is not visiting on school business.
4. The Blue Badge holder or driver has been frequently challenging for the reasons outlined below.
5. If the Blue Badge holder is trying to access school during the lock down times 8.40-9.10am and 3.15 - 3.45pm every day. This means if a blue badge holder wishes to access the school car park, they must arrive before 8.30am and wait until 9am to exit the school car park and arrive before 3.00pm and wait until 3.45pm to exit the school car park. There will be times when staff have to access or exit the school car park during the lock down times. Reasons for this include safeguarding issues at school, an emergency on the school site, a missing child or any other reason at the head's discretion.

Permits requests.

If any parent feels that they have an exceptional circumstance, they should request in writing to the school office and give further details. Permission will be given at the Headteacher's discretion and a permit issued. Any permission given is only for a limited time only.

Permits may be allocated when:

- Children have a blue badge.
- Children have had recent injury or medical condition impacting on mobility.
- Parent has a blue badge and they are dropping off/collecting.
- Children have a specific need that requires them to be in close proximity to the school building.
- Extended family members have a blue badge and no other adult is available to support.
- All alternative solutions have been explored.

Permission will only be considered for children in Key Stage 1, unless there are exceptional circumstances. Key Stage 2 children can be dropped in the Laund Hill Community Club car park and walk up the path or be dropped safely near to school and cross by the crossing patrol.

Please note: Permits only allow access to the car park and do not guarantee availability to a space near the building or a disabled parking space. There are limited number of permits available.

Actions taken to enforce this policy.

The school has a duty of care to all pupils, staff and parents coming on to its premises. In order to maintain safety and avoid potential risk to pupils and parents, staff monitor the school gates and school car park, particularly the Site Manager. If unauthorised parking is observed but it does not represent an immediate hazard, then the owner will be spoken to by a member of the school staff and asked to move their vehicle. Persistent unauthorised parking, as indicated by the registration log, will be dealt with by a member of the senior leadership team with referral to the community police. Our site supervisor will wear a body camera, when on duty in and around the car park. The Outlane After School Club, staff and users must adhere to the policy.

In the case of unauthorised / obstructive parking that poses a risk to the health and safety and / or reasonable operation of the school, the school reserves the right to inform other government agencies, including the police, to deal with the obstruction. Our staff have the right to work in a safe and respectful environment. Abuse towards staff operating within the remit of this policy will not be tolerated. Perpetrators may be called to speak with the Headteacher, or in cases of a more serious nature, may be reported to the police.