

Site Traffic Management Plan	
Responsible Post	Headteacher
Responsible Committee	F&R
Review Schedule	Annual
Date	6 March 2026
Next Review Due	March 2027
Changed	New



1. Introduction

This document has been prepared to inform and instruct staff, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

William Gilpin CE Primary School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Headteacher.

All site users are to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Anyone in breach of the site rules may be subject to disciplinary action.

Copies of this document have been given to school staff, parents, carers and pre-school staff. Copies are also available from reception and on the school website.

2. School Layout / Access



KEY	
Pedestrian Only access	
Pedestrian priority (shared with vehicles)	
Vehicle Access	
Dropzone	

3. Pedestrians

There is a pathway which is segregated from the school driveway by a hedge/fence and gate. Pedestrian visitors should use this and report to the school office.

4. Pupils and Parents

It is very important that parents set a good example to the children, particularly in the spirit of being a safe school. There are a number of areas pupils and parents should be aware of:

- **Entry into the school ground via vehicular access points (school car park) is strictly forbidden at the beginning and end of the school day (see timings below) without express permission from the Headteacher.** Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils or parents found to be climbing over fences, gates or walls, or not following staff instructions in relation to the site, will be in breach of the site rules.
- When entering the school site- **walk!** This will avoid accidents and will make you more aware of what is happening around you.
- Pupils should enter and leave the school site by using either the pathway noted above or directly into the playground when the dropzone gate is open. Entry into the building for pupils is only permitted via the playground.
- Pupils attending the School Breakfast Club should be dropped off by the school entrance from the car park and will be met by a member of staff.
- Pupils who arrive at school late must be accompanied to the School Office by a parent/carer who must sign them in.
- Pupils attending after school sports clubs should be collected from the school entrance from the car park. **Extreme caution** must be taken by pedestrians for other vehicles moving in the car park.
- Pupils attending the After School Provision should be collected by pressing the bell by the playground gates.
- Drivers should proceed slowly within the car park at all times.

5. Pre - School drop off and collection

Parents/carers of pre-school children have permission to use the school car park for the purpose of dropping off and collecting children however the movement of vehicles is **prohibited during the hours of 8.30am-9.00am and 3pm-3.30pm due to the high volume of pupil movement during these times.** Drivers should proceed slowly within the car park at all times.

When entering/leaving the car park, drivers should be aware that pedestrians may be crossing in front of the access drive and **exercise extreme caution.**

6. Staff

There is a small car park within the school grounds and this is strictly for use by visitors, contractors and school staff. Drivers should proceed slowly within the car parks at all times. The movement of vehicles is prohibited during the hours of 8.30am-9.00am and 3pm-3.30pm.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported to the Headteacher who will inform/remind the driver of the correct use of the site. The disabled parking bay is only for disabled staff or visitors.

When entering/leaving the car park, drivers should be aware that pedestrians may be crossing in front of the access drive and **exercise extreme caution.**

7. Visitors

Official visitors are welcome to park in the school grounds if parking bays are available.

Alternative parking is available in the dropzone during the school day and in the surrounding area. Please make sure that you do not park where this could cause an obstruction.

All visitors must report to reception, following the reception signs, and sign in before going anywhere in the school. **Visitors are required to leave a note of their registration number with staff.**

All Visitors arriving on foot to the school should enter via the main entrance.

If visitors need any advice on access or parking before their visit, please call the school reception on 01590 673460.

8. Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to reception to advise the nature of their visit and get clarification on where they can park. The movement of vehicles is prohibited during the hours of 8.30am-9.00am and 3pm-3.30pm. This will be notified to suppliers at the time of order.

Where the contractor is on site to carry out works by prior arrangement, please call the school office on 01590 673460 in advance to agree the most suitable parking location.

Drivers should be aware that they are working in a school environment, exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

9. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract.

10. Disabled Access

Disabled access is via the school entrance from the car park. This provides a wheelchair accessible level access. To enter the school this way, press the reception bell and a member of staff will meet you to let you in.

11. Outside the School Grounds

The school accepts that parking near the school is not easy.

It is important that the school is a good neighbour to local residents. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways, and parking near junctions causes danger to pupils, residents and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles.

We are fortunate that the Boldre Memorial Hall allows parents to use their car park at the beginning and end of the school day.

11. Management Practices

Key to the ongoing monitoring of this plan is the role of the Headteacher. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

If there are concerns or incidents that constitute non-compliance these must be recorded and appropriate action taken.

Any traffic violations will be referred to the Police.

For further information, please contact:

Headteacher on 01590 673460 or adminoffice@williamgilpin.hants.sch.uk