



CAR PARK POLICY



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Car Parking Guidelines

These guidelines have been produced to help ensure the safety of all visitors, Parents/Carers, children, and staff at Hollinswood Primary School & Nursery and we are grateful for your full cooperation. This document forms part of the risk assessment for the safety of everyone entering or leaving the school site.

- Parents/Carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times. We always encourage pupils to walk to school or to come by bike and we urge you to encourage this where possible to minimise parking problems but more importantly to protect the environment for your children and hopefully your children's children.
- Pedestrians entering our site must use the allocated pedestrian paths. Pedestrians are to keep to the pathways and not walk across the car park area.
- Children are permitted to ride bicycles and scooters to school and use the bike sheds for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site and walk with their bicycle/scooter on the pathways. They are not to cross the car park or use the roads within the school site.
- For those Parents/Carers who choose to come to the school by car, we politely request that you do not enter the school car park when dropping off or collecting children from school. For obvious safety reasons it is the school's Governing Body's Policies not to have children walking amongst moving vehicles. These measures are for the safety of all those who attend our school.
- The school car park must not be used between the hours of 8:30am and 4:30pm, whilst pupils are in school or engaged in a before or after school club. The school car park is NOT available for parking without prior arrangement.
- The car park gates will be closed everyday. Entry to the car park will be managed by the office staff using the intercom systems between 8:30am and 4:30pm.

Car Parking Rules

Although we ask parents/carers not to use the school car park, we do understand that there are some exceptional circumstances for our families. For example, it may be that a parent/carer is suffering from a certain illness, or an injury or perhaps are in recovery after surgery and in these situations, we are of course happy to help and support. If any parent/carer feels that they have an exceptional circumstance, they should complete the application form attached. Permission will be given at the Headteacher's discretion, and a permit will be issued.

Any permission given is only for a limited time only. This will be reviewed on either a two- or four-week basis depending on the exceptional circumstance. When requesting the permit for parking, we ask that parents/carers sign our parking charter.

Parking outside of School

Please observe the parking regulations outside the school grounds. Please be courteous to our neighbours and don't block the road or park in a way that causes an obstruction or increases hazard to other road users or pedestrians.

Parent/Carer School Parking Charter

We ask all Parents/Carers that have been given permission to use the car park on a temporary basis due to exceptional circumstances to follow these agreed protocols.

- A 5 mile per hour speed limit applies throughout our site.
- All drivers must exercise due care and attention when driving and maneuvering in the car park.
- The disabled bay is only to be used by registered disabled badge holders.
- There is to be no parking on designated walkways, double yellow lines, kerbs or grass verges.
- Access for emergency vehicles must be maintained at all times.
- Users of the school car park do so at their own risk. Hollinswood Primary School & Nursery will not accept responsibility for damage, accident or loss to vehicles or contents.
- All users of our car park are to be polite and courteous at all times. Please give consideration for other users of the car park.
- All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school.
- In the event of any incident in the school car park, governors will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.
- Use of our car park will be regularly reviewed (either a two or four week basis). Parking on the school site is a privilege and not a right. This may be withdrawn by the Governors if they feel that the safety of the children is being compromised by inappropriate use of our car park.
- Parents/carers that have permission to use the car park will have the permission revoked if they are travelling with other able passengers to collect their children.
- As part of the application, parents/carers are asked to sign the Parking Charter. Evidence of medical procedures or a blue disabled badge may be required.

- Parents/carers that are granted permission to use the car park must still gain access by using the gate intercom system. They must hold their parking permit to the screen for the office staff to view.
- When dropping off or collecting children, if the parent/carer is physically unable to get out of the vehicle for whatever reason, then the office staff will be happy to escort your children from or to the car (prior arrangement only).
- Permit holders will use the permit only for the purpose it is issued, i.e. dropping off or collecting children from school.
- The permit must be surrendered back to the school if or when the pupil(s) are no longer attending Hollinswood Primary School & Nursery or if the driver's health condition/circumstances for granting permission changes/improves.
- Hollinswood Primary School & Nursery cannot guarantee a parking space.

I agree to the conditions set out above in the Parent/Carer Car Park Charter.

Parent Name: _____ (Print)

Parent Signature: _____

Date: _____

Application for Parking Permit

Parents/Carers who require car park access are invited to complete the following application form providing details of the exceptional circumstance and why the use of the car park is needed. Please read the attached Policy and sign the Parents/Carers Charter.

Please complete/print clearly:

Parent/Carer Name	
Parent/Carer Address	
Parent/Carer Contact Number	
Parent/Carer Car Make and Model	
Parent/Carer Car Colour	
Parent/Carer Car Registration Number	
Child(ren) attending Hollinswood Primary School and their Classes	
Reason for Requesting Car Park Access (Please provide any supporting evidence)	

Details of Car Park Access Needed (i.e. Drop off/Collection/Only Mondays/Each Weekday)	
Duration of Car Park Access Needed (i.e. Dates - From/to)	

I have read and agree to abide by the Car Park Policy:

Signature: _____

Date: _____

Office Use Only –

Date Received: _____

Received by: _____

Date Passed to Headteacher: _____

Decision by Headteacher – Permit Granted (YES / NO) (Please add any comments below)

Signed by Headteacher: _____

Date: _____

Permit Number: _____

Date Permit Issued to Parent: _____

Review Date: _____ *(Put in Calendar)*

Decision at Review: _____

Copy to Parent/Carer and Copy in Car Park Permits File

September 2023

