



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



CAR-PARKING POLICY

'Together with God, Making Learning a Life Long Friend'

Approved:	9.6.2025
Review Date:	31.08.2028

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

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Statement of intent

St Anne's C.E. Primary School is located in an area unable to accommodate traffic from parents and staff. 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 and parents.

St Anne's C.E. Primary School aims to eliminate instances of:

- Cars entering the school site at peak times when pupils are arriving/leaving.
- Cars stopping or parking on the restricted 'yellow marked' areas outside the school.
- Cars stopping or parking on pavements.
- Cars driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.

Staff, parents and pupils 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, and pupils' responsibilities will be reinforced through termly whole-school assemblies.

1. Safety controls

1.1. The following safety controls are in place:

- Vehicles are not permitted to enter the main school site between 8.30am and 3:45pm unless there are exceptional circumstances.
- Staff are encouraged to not enter or leave the main school car-park between 8:40am and 9:10am and 3:10pm and 3:40pm.
- All staff cars must be parked on the school car park and not the village hall car park. Overflow facility is available at the cemetery.
- Pupils are not permitted to access the car park.
- Cars must never be parked in front of the school gates.
- The school gates are closed at 8:40am and must remain closed for the duration of the day.
- A staggered start to the school day has been introduced (8:45am- 9:00am) and staggered finish (3:10pm-3:25pm) to help alleviate traffic congestion.
- Children and parents are not permitted to access the school car-park.
- Parents are encouraged to access the site from New Lane access.

St Anne's C.E. Primary School has worked closely with Staffordshire County Council implementing the Parking Buddies scheme to encourage parents and carers when collecting and dropping off children to park safely.

2. Staff parking

2.1. The school has approximately 12 parking spaces, and 1 accessible bay for staff with disabilities is provided on the village hall car park for use.

2.2. No charge will be made for using the school car park.

2.3. Spaces are allocated on a first-come-first served basis.

2.4. Staff members may park on the roads adjoining the school, provided that parking notices are adhered to.

2.5. Staff members are encouraged to not access the car park between the hours of 08:40 am and 9:10 am and 03:10 pm and 3:40 pm, but when this is avoidable, they must but must ensure that they pay due care and attention to potential hazards.

2.6. If staff members can walk or cycle to school, they are encouraged to do so.

2.7. Emergency access points must remain clear at all times.

2.8. Staff must inform the school office of the make, model and registration number of their car.

2.9. When asked to move their vehicle, staff must do so as soon as possible and without complaint. Failure to do so may lead to any parking privileges being revoked.

2.10. Staff may not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities or the leasing of school buildings/facilities.

2.11. Staff may not leave their car on school grounds during holidays.

3. Parent parking

3.1. The school has no parking spaces available to parents.

3.2. Parents may temporarily park on the roads adjoining the school, provided that parking notices are adhered to. Parents may park on the village hall car-park (providing there is no event on) and on the cemetery car-park.

3.3. Parents should:

- Utilise the agreed drop-off points in an efficient, courteous and safe manner.
- Respect our neighbours.
- Leave plenty of time for their planned journey.
- Leave the car at home where possible and walk instead.

3.4. Parents should not:

- Rush to arrive just before or at school opening times.
- Be put off from walking to school due to cold or wet weather.
- Drive up to the school gate.
- Stop on the restricted 'yellow marked' areas outside the school.
- Park or drive on pavements.
- Block driveways or 'double park'.
- Block the emergency access point to the Key Stage 2 playground.

4. Traffic strategies

4.1. The school has implemented the following traffic control strategies:

- Staggered drop-off times
- A park and walk scheme (Cemetery car-park use)

Use of traff

5. Suggested walking routes

The school has not identified any safe walking routes to school as of yet.

6. Injuries due to traffic

6.1. If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

6.2. The school does not accept any responsibility for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

7. Damage to vehicles

- 7.1 Damage occurring to staff members' or visitors' vehicles while on school property will not be considered the responsibility of the school, unless the damage occurs due to a lack of adequate supervision of pupils, in which case, the school will accept responsibility.

8. Monitoring and review

- 8.1. The headteacher is responsible for the monitoring and review of this policy.
8.2. The policy will be reviewed on an three- yearly basis.
8.3. Any incidents occurring during the school year will be evaluated and appropriate action will be taken to amend the policy according