Traffic Management Plan

School:	Orchard House High School		
Management Nominee:	Operations Manager - Phillip Liggett		
Headteacher:	Caroline Pauls		
Date of Plan:	July 2025	Date of Review:	July 2026

The school leadership team have developed a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to the school. The TMP will be reviewed, at least annually, and amended to reflect specific traffic management controls at Orchard House High School.

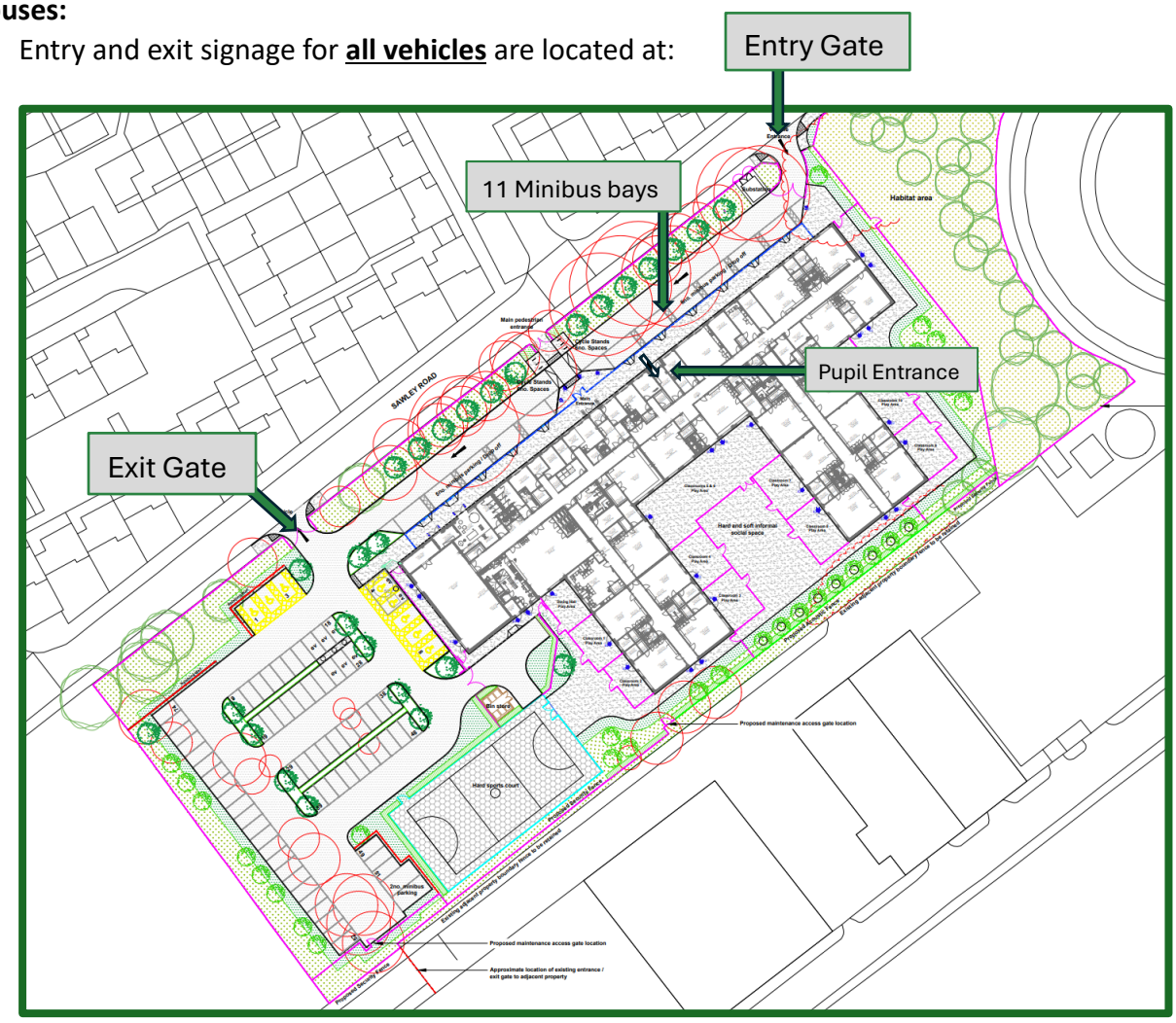
Traffic Management Plan:

Pick-Up and Drop-off Points for Students (e.g. private vehicles, buses etc.)

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during pick-up and drop off times.

Minibuses:

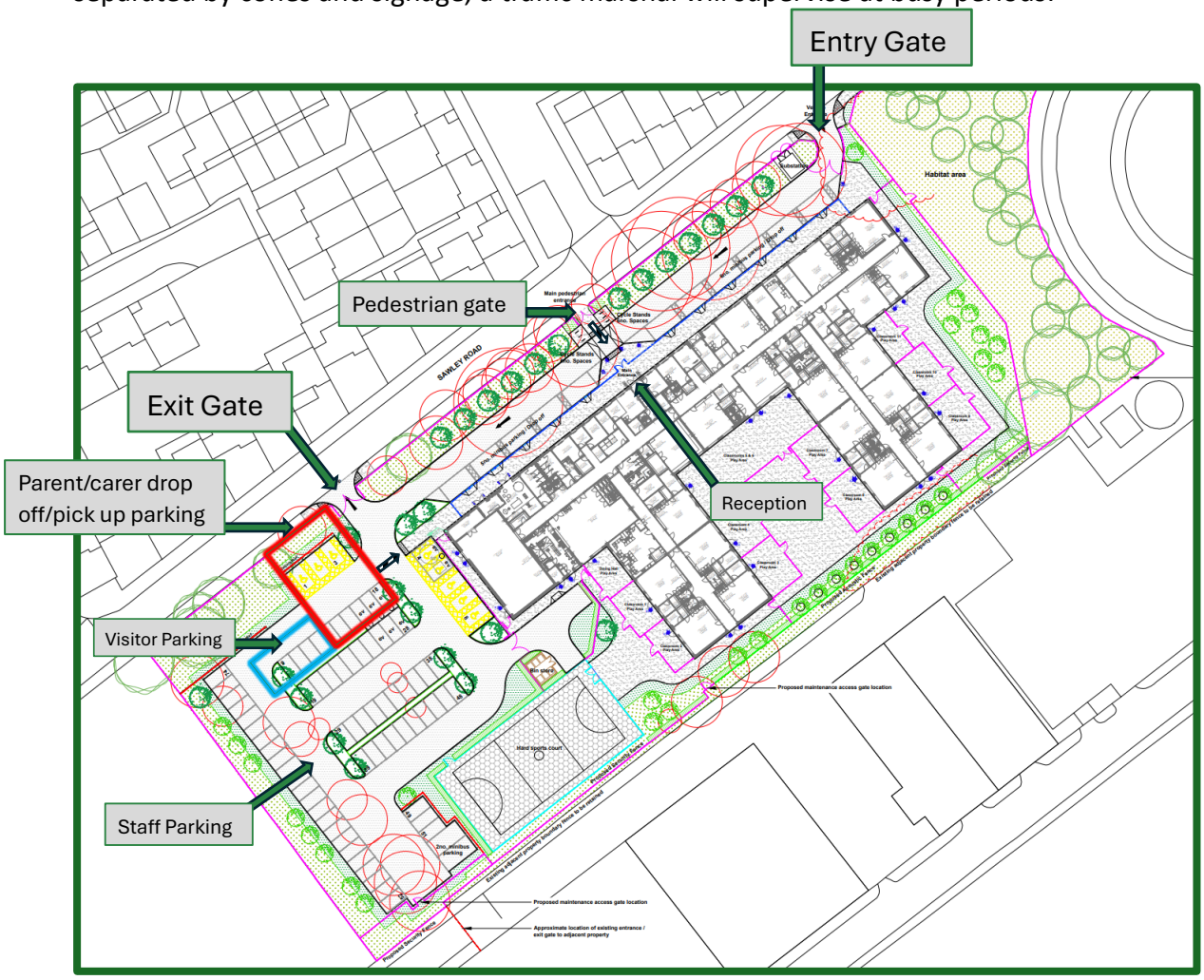
- Entry and exit signage for **<u>all vehicles</u>** are located at:



- School Bus Duty Lead will lead the sessions for drop off and pick up.
- Drivers must drive into minibus bays and switch off their engine.
- Children are to be released from the bus only when they have a member of staff to collect them. The school lead will alert the driver/escort.
- They will enter school through the pupil entrance collected by a member of their class team.
- Passenger assistants will let school staff know who is absent. School staff will register at the door.
- Drivers must not depart either in the morning or afternoon until told it is safe to do so by Bus Duty Lead (wearing high vis jacket)
- PAs must sign their bus register with the Bus Duty Lead before departing in the morning and the afternoon.

Parents, Staff and Visitors:

- Designated parking for pick-up and drop-off areas for parents/taxis are in the main car park only, separated by cones and signage, a traffic marshal will supervise at busy periods:



- School staff are available to receive children from 9am, Pick up is 3.15pm
- Children must be always supervised by the parent or responsible adult when transitioning across the car park to the main reception doors following the pedestrian walkway until they have been handed to the Parent/Carer Duty Lead and when returning to vehicles after school.
- Parent/Carer Duty Lead will be waiting at reception to collect and sign in/handover and sign-out children to parents or an agreed responsible adult only.
- Parents or the responsible adult (designated family, PA etc.) must NOT allow children to access the carpark unsupervised at any time.
- Parents/carers arriving on foot must use the allocated pedestrian gate and proceed to reception. The Parent/Carer Duty Lead will be waiting at reception to children sign in to school and to sign out children to parents or agreed responsible adult at the end of the day.
- Parents are responsible for their children exiting the pedestrian gate safely and with appropriate supervision.



Safety Measures:

- Bus Duty Lead and Parent/Carer Lead will be supported by 2 traffic marshals. All will utilise the following safety aids and personal protective equipment (PPE):
  ✓High visibility jacket
  ✓Radio controller
- Pedestrian walkways are physically protected from designated roadways by:
  ✓ fencing
  ✓ painted markings including colour coded walkways, zebra crossing, symbols
- Clear signage is clearly displayed across the site and at both the entrance and exit:
  ✓Speed restriction - vehicles must go no more the 5 mph on site
  ✓Parent drop off zone
  ✓Exit Only, Entry Only, No Entry
  ✓Staff Parking Only
  ✓Visitor Parking
  ✓One Way
- Speed controlling devices are in place to restrict vehicle speed on site:
  ✓Speed humps are located at all vehicle access gates
- We will be mindful to ensure that the traffic flow on Sawley Road is not impeded by vehicles picking up or dropping off students. Parents and visitors are not to park on Sawley Road on the school markings at any time. If parents park in undesignated areas, they will be moved on or re-directed by traffic marshals.
- Both the minibus and vehicle roadways are one way only – this must be always adhered to by staff, parents/carers and visitors.

Parent communication plan:

- This plan will be shared with families via newsletter, website, welcome pack when the building is open and reinforced through regular reminders, monitoring and review.

Courier and / or Delivery Drop-off points

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during a courier and / or delivery drop off.

- Designated courier and / or delivery drop off points are located via:
  ✓Minibus entrance between 10am and 2pm for larger vehicles
  ✓Car park between 9.30am and 2.30pm for smaller delivery vehicles
  ✓Deliveries outside of these times must be arranged with the school site team.
  ✓ No deliveries, servicing and collections, including waste collections, shall be carried out before 07:30 a.m. and after 8.00p.m. on Mondays to Saturdays no deliveries/waste collections on Sundays/Bank Holidays.
- Courier and / or delivery must not park in disabled bays at any time
- All vehicles must abide by speed limit signs
- Speed controlling devices are in place to restrict vehicle speed on site:
  ✓Speed humps are located at all vehicle access gates
- Communication process is in place to control access
  ✓ intercom system on pedestrian and carpark gates.
- Other considerations:
  ✓Internal roadways are only one way

Parking Arrangements

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors and minimise the risk associated with vehicle parking:

- There is one car park available for employees, parents and visitors.
- 8 spaces are available for people with disabilities.
- 4 spaces are designated visitor spaces.
- 8 spaces are EV charge spaces
- Signage identifying location of reception is clearly visible from the car park

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific risk controls will need to be determined by carrying out a risk assessment and taking learning from previous events held.
The following risk controls can be implemented to reduce the risk associated with special events in conjunction with previously documented risk controls:

- Suitable numbers of traffic controllers are in place for all special events with an aim to restrict and / or direct traffic to and from the school.
- Other considerations
  ✓Use of bollards and / or barriers to prevent unauthorised access by vehicles

Additional Documentation
Attach any additional / relevant documentation e.g. site map to the TMP • Appendix One: Master Copy Bus List • Appendix Two: Taxi and escort list • Appendix Three: Parent/Carer List • Appendix Four: Daily Rolling Site Monitoring Form • Appendix Five: Weekly Site Monitoring Form

Appendix One: Master Copy Bus List

Bus:	Driver:		PA:
Child's Name	Class/Teacher	AM	PM
PA sign			

Day: Date:

Appendix Two: Taxi and escort list

Day: Date:

Child's Name	Designated Person	Class/Teacher	AM	PM
Staff sign when completed:				

Appendix Three: Parent/Carer List

Child's Name	Class/Teacher	AM	PM
Staff sign: AM PM			

Day: Date:

Appendix Four: Daily Rolling Site Monitoring Form (To be held at reception)

Traffic Management Plan (to be signed off on a weekly basis in line with Weekly Monitoring Form)

Date	Area	Observations Raised	Raised by	Dealt with date/by

Appendix Five: Weekly Site Monitoring Form

Traffic Management Plan

Completed by: _____

Date	Area	Observations	Incidents	Signed by
	Daily Rolling			
	Monitoring Form			
	Lighting			
	Signage			