GRANGE SCHOOL

Car Park Management Plan (CMP)



The school leadership team have developed a Car Park Management Plan (CMP) by considering the traffic management issues that are unique to the school.. The effectiveness of the Traffic Management Plan will be monitored by the School Leadership Team and amended where necessary to respond to operational requirements or safety considerations.

This Car Par Management Plan has been prepared to support the safe and efficient operation of the school site following the approved expansion works. The Plan sets out the operational arrangements for staff, visitors, disabled users, minibuses, taxis, and parent/carer pick-up and drop-off activities within the site.

Traffic Management Plan:

School:	Grange School		
Management Nominee:	Stuart Harris		
Site Lead:	Allen Trainor		
Date of Plan:	May 2026	Date of Review:	May 2027

Pick-up and drop-off points for Home-School Transport
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:

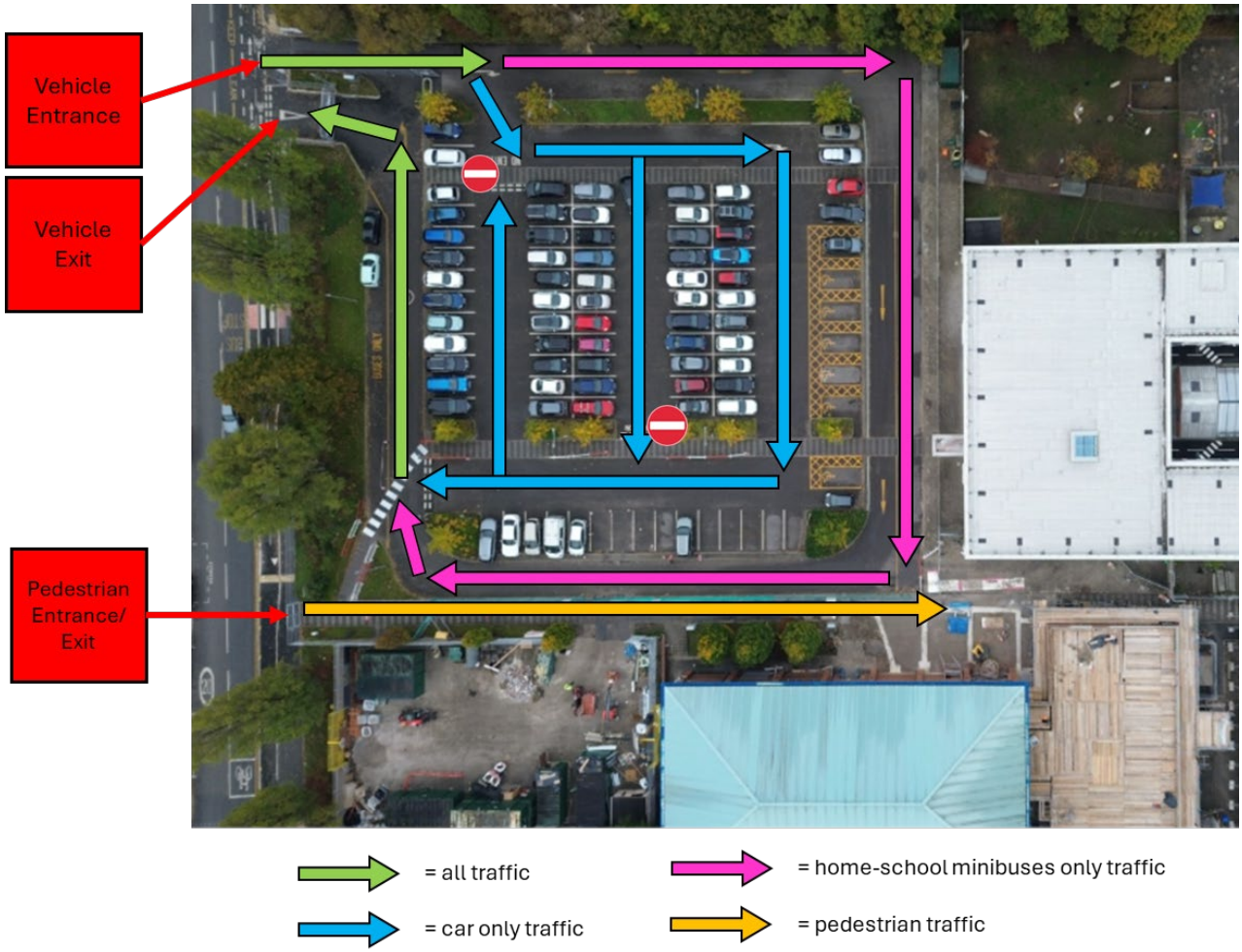
- Entry for all transport is through a clearly marked gate directly off Matthews Lane.
- All vehicles follow a clearly marked one way system.
- Exit from the carpark is onto Matthews Lane through a clearly marked gate
- Directional signage for Home-School Transport is located at the entrance to direct minibuses to the drop off point.
- Minibuses should join the line and follow the one-way road to exit after pupils have disembarked.
- School staff will lead the sessions for drop off and pick up.
- Drivers will wait in a double line. If the number of minibuses waiting blocks the entry for other vehicles then minibuses will follow the one-way system and wait until a space is available.
- When called forward drivers pull up to the front of school and switch off their engine.
- Children are to be released from the bus only when they have a member of staff to collect them.
- For morning arrivals, the Passenger Assistants will sign to 'hand-over' the pupils and confirm who was on the bus and if anyone was absent. In the afternoon, once the bus is full the driver moves around to the front of the car

park and the PA signs to confirm they have all the pupils they should before leaving the school site.

- <u>When on site ALL drivers must adhere to the 5mph speed limit</u>
- The car park will be supervised by school staff, who will all wear hi-vis vests / jackets.

<u>Parents, Staff and Visitors:</u>

For all users of the main car park there is a one-way system in place. This moves traffic ANTI-CLOCKWISE around the main car park.



<u>Parent and Visitor Parking:</u>

- Parents and carers are asked to park only where spaces are available. After parking they are required to escort their child onto the pathway and over the crossing so that pupils may be handed over to staff.
- Parents are requested not to remain in the carpark after drop off / collection to reduce congestion.
- If no space is available within the main car park, parents/carers are requested to use lawful and considerate parking arrangements off-site and return via the pedestrian entrance

- The six designated disabled parking spaces are available for disabled users and for pupils or visitors requiring accessible parking arrangements during drop-off and collection periods.
- Designated pick-up and drop-off areas for parents / taxis are located in the main car park only:
- School staff are available to receive children from 9am
- Pick up is 3.15pm
- Children must be supervised at all times by the parent or responsible adult when transitioning across the car park to the main Reception doors until they have been handed to a school staff member and when returning to vehicles after school.
- Parents or the responsible adult (designated family, PA etc.) must NOT allow children to access the carpark unsupervised at any time.
- Pedestrians must access the allocated Pedestrian gate and proceed to Reception. At no time should any pedestrian use the vehicle entry or exit gates.
- Parents are responsible for their children exiting the pedestrian gate safely and supervised.

Staff Parking

- Staff are required to park within designated marked parking bays only.
- Staff are informed of the site traffic management procedures as part of site induction and periodic updates.
- Staff are required to adhere to the one-way circulation system and 5mph site speed limit at all times.
- Staff are encouraged to arrive and depart outside of peak pupil movement periods where operationally possible.
- Staff must not park within designated drop-off/pick-up or disabled parking areas unless authorised.

Safety Measures:

- All staff supervising traffic in the car park will utilise the following safety aids and personal protective equipment (PPE):
    - High visibility jacket / vest
- Pedestrian walkways are physically protected from designated roadways by:
    - Fencing with gaps at the safe crossing points
- Pedestrian walkways are clearly marked / indicated by:
    - Clear signage
- Speed restriction signage is clearly displayed in the school at all entrances.
    - Vehicles must not exceed 5mph whilst on site
- Both the minibus and vehicle roadways are one way only – this must be adhered to at all times by staff, parents and carers and visitors.

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.

- Wherever possible courier and / or delivery drop off will be limited to the hours between 9.30am and 2.30pm
- Where this is not possible, smaller delivery vehicles will be able to access the car park and follow the directions of the SLT on duty
- Larger delivery vehicles are restricted to the 9.30am-2.30pm delivery times, any HGV should be directed to the rear delivery gate (Academy car park)
- All kitchen deliveries should be at the rear gate of the site (Academy car park). All deliveries outside of these times must be arranged with the school site team.
- All drivers must abide by the 5mph speed limit when on the school site and drivers should always follow the one-way system around the school site

<u>Safe Passage of Vehicles within Grange School</u>
(Large vehicles, buses, mobile plant etc.)

The following risk controls have been put into place to ensure the safety of staff, pupils, contractors, volunteers, and visitors when large vehicles or mobile plant move around the school:

- Vehicles are not allowed to move around Grange School during the following time periods of peak pedestrian traffic:
    - 8.30am-9.45am
    - 2.30pm – 3.40pm
- Prior to entering Grange School drivers of large vehicles must report to Reception or the site team to arrange for a member of the site team to act as a "spotter" to supervise vehicle movements whilst on-site.
- School speed limits are set at 5mph with clearly displayed signage located at the entrance to all vehicle access gates.
    - The one-way system must be adhered to at all times

<u>Parking Arrangements</u>:

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 with six spaces available for people with disabilities.

- Signage identifying location of Reception and the parent's entrance is clearly visible from the car park

Vehicles are parked at the owners own risk. Grange School accepts no responsibility for damage, accident, or loss