



## TRAVEL POLICY AND TRAFFIC MANAGEMENT PLAN

**Version**

1

**Last Updated**

March 2025

**Adopted by School**

April 2025

**Next Review**

July 2026

## TRAVEL POLICY AND TRAFFIC MANAGEMENT PLAN

### 1. INTRODUCTION

This document has been prepared to inform employees, pupils, parents and carers, and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management.

St Martin's C of E Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, they should be reported to the leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and pupils in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, pupils, parents and carers, on our school website at <https://www.stmartinsschool.org.uk>

The document will be reviewed annually and awareness raised regularly through events, assemblies and school meetings.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact St Martin's C of E Primary School, Tel: 01934 628651 or via email: [office@stmartinsschool.org.uk](mailto:office@stmartinsschool.org.uk)

## 2. SCHOOL LAYOUT / ACCESS



You can access the school through the school gates on foot from 8.30 am until 9am in the morning and 3pm – 3.45 pm at the end of the day. You can access at the front of the school via the middle gate off Spring Hill or the back gate from The Weind.

Any other time you will need to access via the intercom at the front of the school and go to the school office to sign in.

You can access the grounds by car up until 8.30am and then after 3.15 pm. The gates will then be closed for pupil safety and you will have to use the intercom system and the office staff will buzz you in if it is safe to do so. Staff are requested to not access the site with their fobs at times when pupils are moving around the site.

### 3. TIMES OF THE DAY

Classes	School Starts	Break	Lunch	PM Session Ends
EYFS - Dolphins	08:50	10:15-10:35	11:45-01:00	15:15
Year1/2-Starfish, Turtles & Penguins	08:50	10:15-10:35	12:00-01:00	15:15
Year 3/ 4 -Stingrays, Sea Otters and Seals	08:50	10:15-10:35	12:00-01:00	15:15
Year 5- Orcas & Sharks	08:50	10:15-10:35	12:30-01:30	15:15
Year 6 – Puffins & Kingfishers	08:50	10:15-10:35	12:30- 01:30	15:15

### 4. PEDESTRIANS

At both entrances there are barriers and 'Parking Buddies' placed and removed once school gates are shut. They are placed so as not to obstruct the road. Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow others to pass safely.

Pedestrians should only access the school from the designated entry points either the back gate (Weind entrance): Nursery, EYFS, Year 1/ 2 or middle front gate (Year 3 to 6 entrance).

Pedestrians need to recognise that these may be next to main roads that will be in use during peak times and should exercise caution.

Pedestrians should follow the local footpaths and enter the school site using the main gates.

### 5. PUPILS

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related issues that learners should be aware of:

- Pupils and staff should be particularly aware that members of the public may try to enter school premises via the gates. Pupils and staff are encouraged to remain vigilant and keep the gates closed wherever possible. If driving in or out of the grounds be aware in case other people who haven't been authorised follow you in.

- When entering the school grounds pedestrians should walk. Scooters and bicycles should not be ridden on school grounds. This will avoid accidents and will make everyone more aware of what is happening around us.
- Anyone arriving at school by bicycle or scooter must enter the grounds via the traffic gate. Cycles and scooters should be left in the racks by the side gate on the middle playground.

### **Drop off**

For learners who attend breakfast club or after school club and who are dropped off or collected by their parents/carers:

- All children and parents/carers should enter the school via the main traffic gate.

## **6. STAFF**

The premises does has staff parking allocated. Staff are expected to park responsibly with courtesy for the residents of the area. If they are likely to have to move their vehicle in the school day they are encouraged to park near the exit in the spaces provided. Like our pupils, staff are encouraged to Park & Stride to help ease the congestion around the school and also to fit in with our healthy school ethos. All staff will hold appropriate insurance and MOT documents if they are driving near or in the school grounds.

Any staff member who transport pupils in their personal vehicle will need a DBS, appropriate business insurance and have to fill out the MAT OE06 Volunteer driver declaration form before taking children in their cars.

## **7. VISITORS**

We ask that visitors park responsibly with courtesy to the local residents. Access into the school is only permitted from the traffic gate. All visitors must report to reception and sign in before going anywhere in the school. The office staff will share safeguarding and fire procedures with all visitors. On departure, visitors should sign out at reception and leave the building by the 'bottom' gate. If in a car the gates will open automatically via a sensor. If on foot there is a button on the left-hand side as you go down the drive, that will release the gate.

If visitors need any advice on access or parking before their visit, please contact the school office, Tel: 01934 628651 or [office@stmartinsschool.org.uk](mailto:office@stmartinsschool.org.uk)

## **8. SCHOOL ACTIVE TRAVEL POLICY**

We actively encourage our pupils and staff to walk, park & stride, scoot or cycle to school. We know that this impacts physical and mental wellbeing positively. Our pupils and staff are also passionate about our local area and following active travel helps keep the local air cleaner and our streets free from congestion.

We also provide support through the following:

- Bikeability training
- Pedestrian lessons
- Cycle parking
- Scooter parking
- Providing details of public transport
- Providing details of nearby Park & Stride location

## **9. SCHOOL ACTIVE TRAVEL POLICY – WHAT WE ASK OF PARENTS & PUPILS**

- Ensure your child(ren) walk or ride sensibly and safely to and from school, and to push bikes and scooters onto school grounds.
- Ensure that bicycles and scooters are roadworthy and properly maintained.
- Consider providing your child(ren) with a cycle helmet.
- Use public transport if possible.
- If children walk to school alone (Year 5 & 6 only) then you need to inform the school and fill out the 'Walk to school form' including contacts details. If we do not have this documentation your child will not be released to walk home alone.

We understand that sometimes there is no alternative to driving to school. Here are some options we encourage:

- Where a car must be used, we ask parents to use our Park & Stride car park located at Hill Road East. Children and parents can then walk up the high street.
- If you do park near the vicinity of the school please do so legally and safely with respect for our neighbours and local residents. It is not acceptable to park or wait on double yellow lines, on school zig sags or across residential driveways for any period of time.
- Never park across our neighbours driveways. They need access to their drives at all times. We have some elderly neighbours and neighbours who need urgent medical attention.

## **10. SERVICE VEHICLES / DELIVERIES**

Drivers of service vehicles should press the buzzer at the traffic gate to advise the nature of their visit and get clarification on where they can park. Drivers need to be aware of the road restrictions and double yellow lines around the school.

In the holidays there will be a phone number attached to the gate to gain the attention of the Caretakers who will admit visitors onto the site.

## 11. COACHES

No access onto the school site for coaches as it is very difficult due to the narrow driveway and no turning capacity. Therefore, when the school books a coach we arrange for them to park on Spring Hill.

The coach should be at a complete stop before allowing learners to get on or off.

## 12. DISABLED ACCESS

Wheelchair access (and buggies) is via the traffic gate on the front playground side gate. There is limited access into the school as there are steps leading to most access routes. There is a ramp at the West side of the school to gain access to the main building and the offices. More details can be found on the Schools Accessibility Plan.

If visitors, staff or learners require information on access, they should contact the school office. Tel: 01934 628651 or via email: [office@stmartinsschool.org.uk](mailto:office@stmartinsschool.org.uk)

## 13. OUTSIDE THE SCHOOL GROUNDS

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines or zig zags, obstructing access points and parking near junctions causes danger to pupils, staff, parents and carers, and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays.

Please act responsibly by parking as far away from the school as possible to keep the everyone at St Martin's C of E Primary School, local residents and other road users safe. Emergency Services need to be able to access the school and surrounding houses at all times.

## 14. MANAGEMENT

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

### Supervision

There is daily supervision at the end of the school day by senior leaders, learning mentor, class teachers and/or support staff around the playground and at gates as the children are being dismissed.

### Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team will carry out site inspections to view practices.

Where issues arise with vehicular access these will be dealt with or escalated by the responsible member of the Senior Leadership Team. The SLT will be responsible for addressing the conduct of all where this is not consistent with the requirements of this plan.

### Non-Compliance

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible disciplinary action and reports going to the Headteacher and the Board of Governors, which may result in investigative action.

If any visitors act in way that is inappropriate or aggressive they may be banned from the school site.

***Review Date: July 2026***

St Martin's C of E PRIMARY SCHOOL

**Appendix A: Traffic Management Risk Assessment**

School: St Martins C of E Primary School		Date risk assessment completed: March 2025				
Activity/activities: Access to the school during the school day		Risk Assessment completed by: S Elliott				
Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done by (date)	Date Actioned
		Already in place	Additional measures required			
<ul style="list-style-type: none"> <li>- Litter</li> <li>- Road obstructions</li> <li>- Parking Buddies</li> <li>- Bad Weather</li> <li>- Poor conditions of walkways/roads on site causing slips trips or falls</li> </ul>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<ul style="list-style-type: none"> <li>• Caretaker open and close the gates before and after the main opening times to prevent movement of traffic when pupils are present.</li> <li>• Gate system. Intercom system letting in traffic when gates are closed</li> <li>• Parking buddies are placed at the gate entrances to remind the public to drive safely</li> <li>• Traffic restrictions if bad weather ie driveway closed during snow days if it can not be gritted safely.</li> </ul>	<ul style="list-style-type: none"> <li>• If large deliveries caretaker guide and give instructions, ensuring pedestrians are safe.</li> <li>• If contractors are on site a separate RA will be made in collaboration with the builders/ workers ie traffic time restrictions, fenced off areas, organised deliveries etc.</li> <li>• If any pathway, road, decking etc is deemed to be dangerous it is signposted and cordoned off until</li> </ul>	Premises Manager		

		<ul style="list-style-type: none"> <li>• Grit and salt used for paths or access in bad weather to prevent slips and trips.</li> <li>• All staff to hold appropriate insurance and MOT if travelling to school and parking on the school premises</li> <li>• Crossings from the main school onto the playground manned at break and lunchtimes.</li> <li>• Cones used to stop traffic movement passing the dining area at lunchtime</li> <li>• Conditions of pathways/ roadways monitored by the H&amp;S team and compliance team. Any raised areas, slip and trip hazards fixed</li> </ul>	remedial works are completed.			
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