

# Balmerino Primary School

Main Road

Gauldry

Fife DD6 8RP

Telephone:01334 659450

Email: [balmerinops.enquiries@fife.gov.uk](mailto:balmerinops.enquiries@fife.gov.uk)

Website: [www.fife-education.org.uk/balmerino](http://www.fife-education.org.uk/balmerino)

Headteacher: Mrs Lucy Jess

## Site Traffic Management Plan

August 2024

(Next review date August 2025)



# **1. Introduction**

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

Balmerino Primary school takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follows instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Head teacher.

Children are in the care of school staff from when they enter the building at 9am and until they leave the building at 3pm. Parents have the responsibility to ensure their child's journey to and from school is safe and no parent should allow their child to walk, cycle or travel by any other means to school on their own without first ensuring their child knows a safe route and how to behave safely around moving vehicles.

All school users are asked to note that the speed limit throughout Gauldry is 20 mph and this should be respected at all times.

We urge all site users to read this document carefully and act in accordance with the instructions therein. The instructions constitute site rules.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from the school office and on the school website.

The document will be reviewed annually and awareness raised regularly.

For Further Information, please contact:  
Lucy Jess, Head teacher on 01334 659450 or at  
lucy.jess@fife.gov.uk

## 2. School Layout / Access



Pedestrian Access

Bus Bay

Pedestrian Accesses

Entrance to the car park of the Morison Duncan Hall – please note that this is not school property.

### **3. Pedestrians**

There is a pavement at the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow other users to pass safely. There are two gates at the front of the school and a third at the side of the school which gives access into school grounds from the grounds of the Morison Duncan Hall. Pedestrians are advised not to cut through the Morison Duncan Hall grounds as there may be moving vehicles in the car park.

Pupils walking to school enter and leave by the main gates. These gates are closed after 9am and remain closed until 3pm. Children must not leave the grounds without permission during the day and visitors are asked to check they close the gates behind them. Parents/Carers and other family members must report to the school office in the first instance at all times of the day, including when the children are outside playing.

Pupils enter through their designated door. A controlled entry system operates all external doors and all doors are closed and secured once pupils are in side. Any visitors to school should come to the main entrance. Nursery pupils enter through the nursery garden and are collected at the Nursery door.

### **4. Pupils**

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

- Pupils must enter and leave the school through the main gates.

- Pupils should not climb on or over railings or walls, and should follow staff instructions in relation to the site.
- Pupils travelling by school bus must adhere to the following:
  - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
  - Come directly through the main gate into the school playground upon arrival.
  - Allow the staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that the bus can move off on time and the journey is safe and comfortable for all. Always wear your seat belt and do not remove it until the bus has come to a stop.
  - When using the pavement or any other footpath – walk! This will avoid accidents and will make you more aware of what is happening around you.

## **5. Drop Off/Pick Up**

Parents are asked to walk their child to school wherever possible or to take advantage of school transport if they live more than a mile away but within the catchment area. This will limit the number of cars around the school at drop off and pick up times. If parents do need to drive their child to school, they are asked to park at a distance and walk the final section to reduce the number of cars outside the school. Those with very young children may like to use the Morison Duncan Hall Carpark to park away from the road but parents are asked only to use this area if they need to and if there is space, if it becomes busy it can be a dangerous area for pedestrians. School Taxis can use this area for drop off and pick up. Special care must be taken when driving into and out of this area as the entrance is a continuation of the pavement and pedestrians will likely be walking across. No reversing should take place out of the hall

car park. Parents should not park in the hall driveway, in the space allocated for those using the recycling area or in the spaces designated as electric charging points. Under no circumstances should cars park on the yellow zig zag marked areas at the front of the school or in the bus bay. Parents should be aware that if they park on the opposite side of the road to the zig zags, their car may obstruct the clear view of pupils crossing to school and wherever possible we do ask that parents find on street parking at a distance and walk the final section.

## **6. Staff**

There is no on site parking for staff. Staff can make use of the car park at the Morison Duncan Hall except on days when it is needed by hall users for an event (e.g. the Thursday café). Staff should not park in the hall driveway, in the space allocated for those using the recycling area or in the spaces designated as electric charging points. The alternative to parking here is to use on street parking and staff are asked to be thoughtful to local residents in choosing a parking space.

## **7. Visitors/Servicing/Deliveries**

Visitors are encouraged to find safe on street parking and then walk the remaining distance to school. There is no vehicular access to the school grounds except through arrangement with the school office, janitor or headteacher. All visitors (including Fife Council workers and contractors) should park up outwith the school grounds and come on foot to make an arrangement to bring their vehicles into the grounds if needed. Drivers should be aware that they are working in a school environment and so should exercise caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

Access into the school building is only permitted from the main entrance. Visitors need to press the security buzzer located on the

outside wall of the double doors and wait for the door to open. All visitors must report to the school office and sign in before going anywhere in the school. On departure, visitors should sign out in the office and leave the building by the main entrance door.

Balmerino Primary school does not have disabled access.

If visitors require any advice on access or parking before their visit, please call the school office on 01334 659450.

## 8. **School Buses**

The school buses drop off and pick up pupils at the main gate. The pupils do not have to cross a road. Pupils going on school trips or visits are also picked up and dropped off at the main gate. There is a bus bay for this purpose.

Pupils are escorted to the correct bus at the end of the school day by a staff member who takes responsibility for ensuring the correct pupils are on the bus before it leaves.

The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are safely belted in and accounted for (pm) should the bus exit.

Pupils are reminded about good conduct on the bus, however if there are any issues which may arise, the driver or Bus Company will raise them with the school.

## **9. Contract Hire Services**

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation and Environmental Services as part of the terms of the contract.

## **10. Outwith the School Grounds**

The school accepts that parking near the school is not easy. Main Road and the surrounding streets are residential, used by service buses as well as car traffic into and out of the surrounding area. It is important that the school is a good neighbour to local residents and the community which it serves. Main Road is the main thoroughfare and is in constant use during the day. Parents are encouraged not to park near the school and instead to allow their children to walk the remaining distance if they drop them off further away. There is very limited on street parking on Main Road if required, but pupils should be reminded to walk on the pavements at either side of the road and only enter the school by the dedicated pedestrian access points on Main Road.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points on streets and driveways and parking near junctions causes danger to pupils 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 to services and ongoing journeys. Please act responsibly by parking as far away from the school as possible to keep the pupils of Balmerino Primary school, local residents and other users safe.



## **11. Management Practices**

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

## **12. Monitoring of Compliance against this Plan**

Any concerns about compliance with this plan should be reported to the Head teacher who will record them along with any incidents or observations on the “site monitoring form” (see appendix A). These records will be retained for 6 months and appropriate action taken. This includes possible disciplinary action and reports going to Contractor or Service Management which may result in investigative action. Where there are issues with vehicular access, bus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Head teacher will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

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