

SITE TRAFFIC MANAGEMENT PLAN

Crossgates Primary School

Aug 2022



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I. 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.

Crossgates 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 follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Headteacher or Depute Headteacher.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

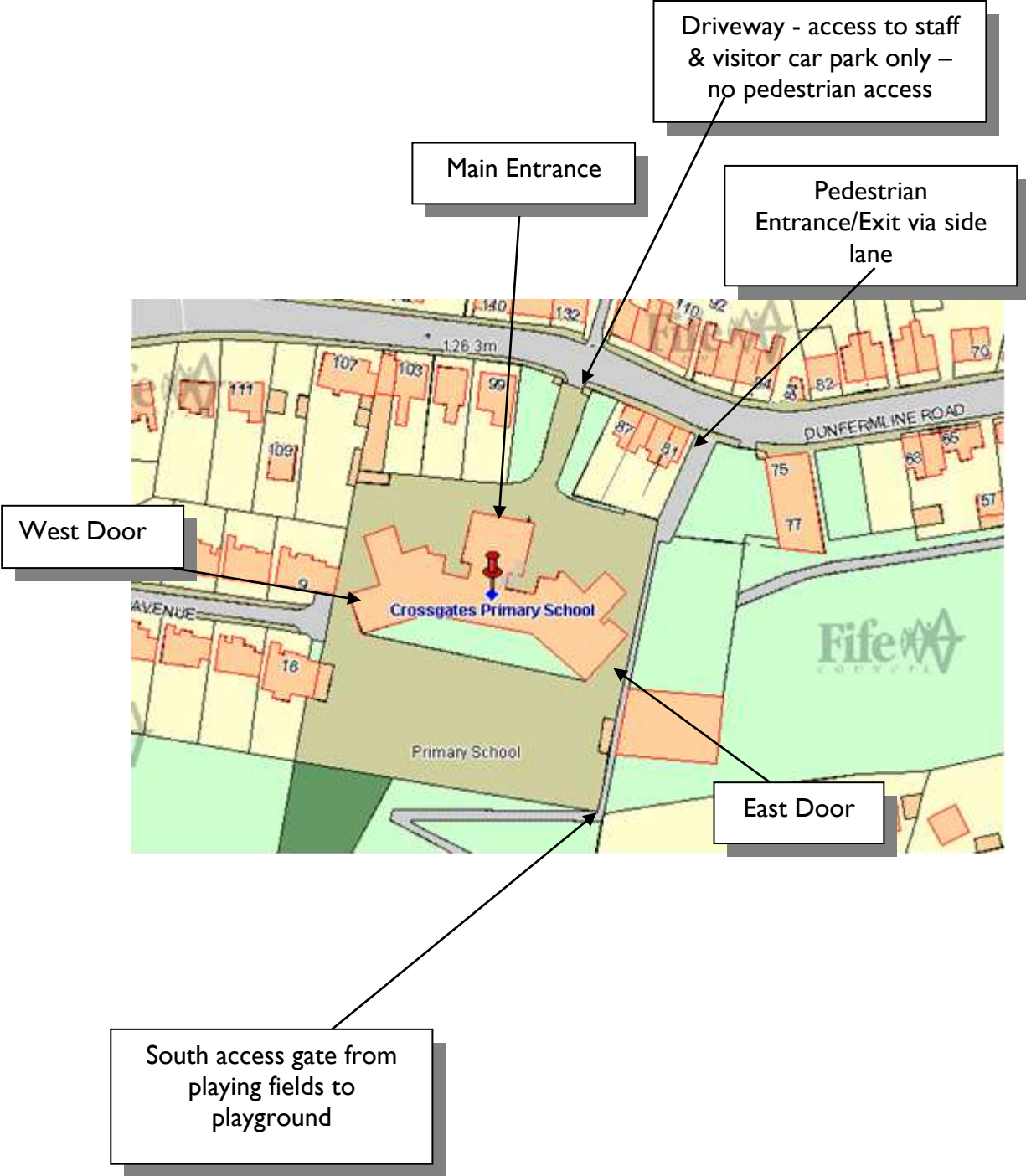
This document is freely available on our school website.

The document will be reviewed annually and awareness of the site rules will be raised regularly through parental events, assemblies, Parent Council and school meetings.

For further information, please contact:

Sheona McCulloch, Headteacher on 01383 602452 or crossgatesps.headteacher@fife.gov.uk

2. School Layout / Access



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.

Pedestrians should take extra care when crossing the mouth of the driveway as this is the only vehicular access and therefore sees a lot of traffic particularly just before and after school.

Pedestrians should only access the school from the side public footpath known as “the Lane” from Dunfermline Road or from the playing field direction. Pedestrians should not access the school from Dunfermline Road via the main school driveway.

Parents/carers should only access the school from the designated entry point (the side lane). Parents/carers need to recognise that the main entrance is adjacent to a vehicular access point (driveway leading to the visitor and staff car park) which is constantly in use during peak times i.e. 8.45am -9.15 and 2.45pm-3.15pm. All users should exercise extreme caution around this area.

Designated Entry Point

Parents should follow the lane to the front of the school where the school entrance is accessed through the high level gate.

4. 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 areas pupils should be aware of:

- Pupils should be particularly aware that **entry into and exit from the school grounds via the vehicular access point is strictly forbidden**. Whilst this may seem a quick way into and out of the school or playground, it is a breach of the site rules and compromises personal safety and the safety of others.
- **Pupils must cross Dunfermline Road with the School Crossing Patrol Officer using the pedestrian crossing** unless accompanied by a responsible adult.
- Pupils found to be climbing over railings or walls, not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to further action.
- If pupils are accessing the school from the playing fields, entry into the playground is permitted via the south gates or any other gate along the Lane.

Drop Off/Pick Up

There is no designated on site drop off or pick up point for pupils.

It is strictly forbidden for parents/carers to enter the staff/visitor car park to bring their child to school at any time during the school day*. It is also vital for parents/carers to communicate the site rules to other family members who may pick up or drop off their children on an occasional basis.

No vehicle should be accessing the visitor and staff car park for this purpose, without express permission from the school in advance. Pupils being dropped off/picked up by taxis should be escorted into and out of the rear door by an adult (usually the taxi driver, escort or Pupil Support Assistant).

Exceptions:

- *Parents /carers who are dropping off/ picking up children from the After School Club/ Breakfast Club may use the car park “out of hours” i.e. before 8.30am and after 3.30pm
- *Parents/carers attending planned school meetings e.g review meetings may use the car park.
- *Parents/Carers who have a blue badge or permission has been given by school for a specific reason.

5. Staff

The visitor and staff car park at the front of the school can be used by visitors, delivery drivers and school staff. Drivers should proceed slowly with due care and attention within the car park at all times and take extra care when travelling along the access driveway.

Staff are expected to act responsibly when parking and accessing the school building. If you are aware of unauthorised/inconsiderate staff parking, this should be reported via the school receptionist or to the headteacher who will inform/remind the offending driver of the correct use of the site.

Staff are required to supply the school with a current registration number for contact purposes.

6. Visitors

Visitors to the school are welcome to park in the visitor and staff car park in front of the school building at their own risk. The car park can be busy so visitors should park considerately to enable other users to leave.

Alternative on street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

Access into the school is only permitted from the main entrance facing Dunfermline Road. Visitors need to press the security buzzer located on the wall to the left of the main door. All visitors must report to reception and sign in before going anywhere in the school. **Visitors are required to leave a note of their registration number upon signing in.** On departure, visitors should sign out at reception and leave the building by the main entrance door.

Please note when parking in the visitor and staff car park access to the school is by walking through the car park. No footway is available to take you between the car park and the main entrance and you should take care at this point.

If visitors need any advice on access or parking before their visit, please call the school reception on 01383 602452

7. Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01383 602452 in advance to agree the most suitable parking location.

Service Area

There is no designated area for service vehicles but they may use the visitor and staff car park. We ask that drivers are vigilant in regard to using the car park and not cause an obstruction to other users.

8. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract. However, there are some specific comments to make in relation to the site at Crossgates.

Minibus and Taxis for pupils

Drivers must exercise extreme caution when entering and leaving the car park. Pupils are to be collected or dropped by taxi drivers at the main entrance foyer. If children are being picked up or dropped off from OOSC then the drivers should go through the car park and to the barrier and liaise with staff there.

9. Accessibility Parking

Disabled access is via the main front entrance. Alternative disabled access into the building is via the middle or west access doors (by prior arrangement).

Parking

All disabled visitors / staff are asked to clearly display their parking permit. Temporary arrangements can be negotiated with the Headteacher should parents/ carers need access for any reason. If this is agreed, a school badge will be issued and only this will allow parents/carers to use the visitor and staff car park. Allocation and use of these badges will be strictly monitored.

If parent/carers, visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01383 602452.

10. Outwith the School Grounds

The school accepts that parking near the school is not easy at certain times of the day. Dunfermline Road is a residential street as well as a main thoroughfare in constant use

throughout the day and is used by service buses as well as car traffic into and out of Crossgates. Parents/Carers are encouraged **not to park near the school** but instead allow their children to walk the remaining distance when they drop them off further away.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to 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 at Crossgates, local residents and other road users safe. It is important that the school is a good neighbour to local residents.

Buses

Buses, both school contract hires and service buses, can add to the congestion at the beginning and end of the school day.

II. Management Practices

Key to the ongoing monitoring of the plan is the role of the headteacher 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. Any staff not adhering to the contents of this plan will be in breach of the site rules and may be subject to further action.

Supervision

The School Crossing Patrol Officer can provide only limited visual monitoring of the vehicular access to the visitor and staff car park. A high visibility coat must be worn when carrying out this duty.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the headteacher will carry out monthly site inspections to view practices. These inspections will be recorded on the '**Monthly Site Monitoring Form**' (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, parents/carers, taxi/minibus drivers and/or staff, these will be dealt with by or escalated to the Senior Leadership Team. The SLT will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan. Any party which does not comply with the site rules can expect to be challenged on their actions.

Non-compliance

Concerns or incidents which may constitute non-compliance will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management, which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non compliance, these should be escalated immediately to the SLT who will record the incident on the **Monthly Site Monitoring Form (Appendix A)** and take appropriate action.

Appendix A
Traffic Management Plan
Monthly Site Monitoring Form

Completed by: Headteacher / Principal Teacher

Date	Area	Observations	Incidents	Signed by