

Fair Isle Primary School

Fair Isle Road

Kirkcaldy

Fife, KY2 6EG

Telephone: 01592 583428

Website: <https://blogs.glowscotland.org.uk/fi/fairisleprimaryschool/>

Headteacher: Mrs Vicki Bell



Site Traffic Management Plan

May 2026

Next review date May 2027



**"Opportunities For All"-
Developing Leaders One by One**

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1. Introduction

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

Fair Isle Primary 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 any member of the school's Senior Leadership Team.

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 the school's behaviour management policy.

Fair Isle Primary is situated on a site with several areas which need to be given consideration for the site to operate safely.

Copies of this document will be made available to school staff, pupils, parents and carers. This document is available on the school website:

<https://blogs.glowscotland.org.uk/fi/fairisleprimaryschool/>

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact:

Mr Craig Meeks, Business Manager on 03451 5555 5 + ext. 442360

Mrs Vicki Bell, Headteacher on 01592 583428 or
fairisleps.headteacher@fife.gov.uk

2. School Layout / Access

- Pedestrian Access
- Vehicular Access



3. Pedestrians

There is a pavement along the front of the school on Fair Isle Road. Pedestrians should make sure that they use this safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Designated Entry Points

Pedestrians should follow the local footpaths on Fair Isle Road where there are 2 pedestrian entry point located at the front of the school. Alternatively, there is an access path from Aboyne Garden. The gate is only open at the start and the end of the day. The vehicular access should not be used by pedestrians. At certain points it is necessary for pedestrians to cross the main access road using the pedestrian crossing, therefore caution is needed by both pedestrians and drivers.

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 the school ground via vehicular access points is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over fences, 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 the school's behaviour management policy.
- When using the footpaths - walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils should use the pavement in school and never walk in the car park
- Pupils should use the Crossing Patrol or Pelican Crossing to cross Fair Isle Road

5. Staff

The car park is within the school grounds and is strictly for use by visitors, school staff and pupils who have a disabled blue badge, which is clearly displayed. Drivers should proceed slowly within the car park at all times, keeping to the 5MPH speed limit clearly signed. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to a member of the Senior Leadership Team who will remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so (e.g. if car lights are left on).

The staff car park is situated at the front of the school building, please use the dedicated parking bays as marked. When entering/leaving the car park, drivers should be aware that pedestrians may be crossing the car park access road.

The visitors and disabled car park nearest to the main school entrance is limited to short-term visitors only and has designated disabled parking bays for disabled blue

badge holders only. These bays have been adopted and are subject to penalty charge notices for anyone parking without a blue badge.

6. Visitors

Visitors are welcome to park in the school grounds, but should only park in designated spaces. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Designated disabled parking bays are restricted to disabled badge holders only.

On street parking is strictly limited 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 obstruction.

Access into the school is only permitted from the main entrance on Fair Isle Road. Visitors need to press the security buzzer located to the left of the entrance doors and wait for the doors to be opened. 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 with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01592 583428.

7. Cyclists

Cycle stands are available for use by pupils, staff and visitors. Anyone choosing to cycle should ensure they do so in a safe manner for both themselves as cyclists and pedestrians who will be using the shared 3m wide paths which have been designed for dual use. These paths join the grounds from Fair Isle Road as part of the wider community cycle network. It would be good practice when entering the school site, in particular at busy times to dismount from your bike and wheel it to the cycle racks.

8. Servicing / Deliveries

Drivers of service vehicles should use the access route at the side of the school. They are required to contact either the Catering Manager or OCS. Deliveries can access the school reception by the main car park to drop off packages. 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 OCS on 01592 204597 or 07920574784 in advance to agree the most suitable parking location.

9. Disabled Access

Pedestrian access is primarily via the main footpath off Fair Isle Road and leading round to the infant section of the playground.

There are several disabled bays in the car park and are clearly marked out on the road surface. Access to the disabled parking bays can be found by entering the grounds via the vehicular access and taking a left turn into the visitors parking area.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01592 583428.

10. Outwith the School Grounds

The school accepts that parking near the school is not easy. Fair Isle Road is a main traffic route, 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. Fair Isle Road is a main thoroughfare and in constant use during the day. Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away. There are a number of access points to the site within residential streets and we would ask that you respect the people who live in these areas by not using them as drop off / pick up points.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any red / 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 Fair Isle Primary, local residents and other road users safe.

11. Management Practices

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 to not compromise the health and safety of themselves or others.

Supervision

The Senior Leadership Team will carry out supervision / duties at the end of the school day.

Monitoring of compliance against this plan

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

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Leadership Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements and expectations 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 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 Senior Leadership Team who will take appropriate action.

If parents do not adhere to the Traffic Management Plan, the school gates will have to be locked and the car park out of use to parents/carers.

