



Halbeath Nursery Site Traffic Management Plan

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Kindness Respect Determination

Contents

Section

1. Introduction
2. Nursery Layout / Access
3. Pedestrians
4. Scooters and Bikes
5. Cars
6. Servicing / Deliveries
7. Mini Buses and Taxis
8. Management Practice
9. Disabled Access
10. Out with the Nursery Grounds

Appendix A

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.

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

Copies are available from reception and on the school website:

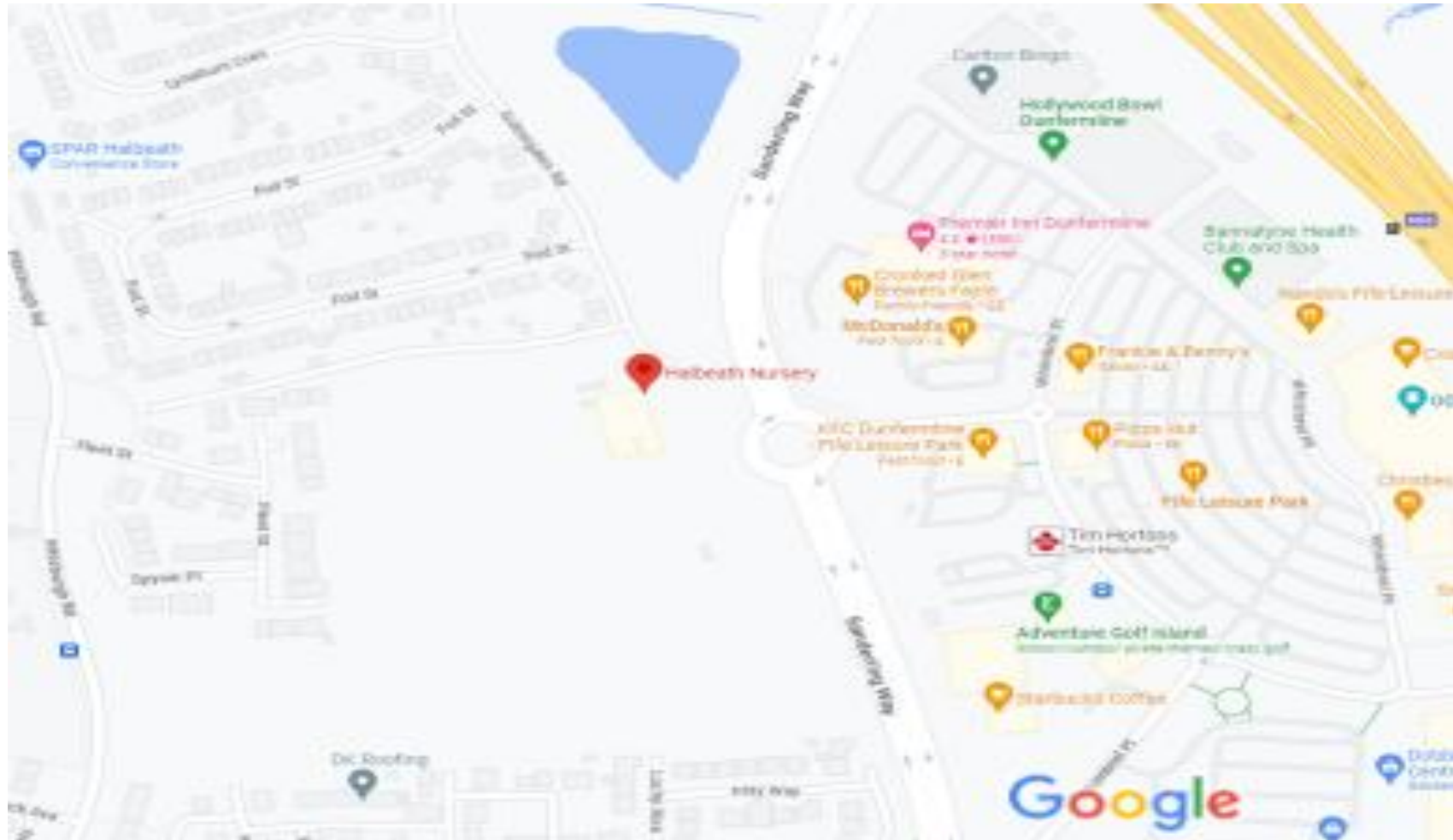
[www. fife-education.org.uk/halbeathnursery](http://www.fife-education.org.uk/halbeathnursery)

The document will be reviewed annually and awareness raised regularly through contact and nursery meetings.

For further information, please contact:

Scott Mitchell, Headteacher on 01383 602161 or halbeathnursery.enquiries@fife.gov.uk

2. Nursery Layout / Access



3. **Pedestrians**

Nursery Parents and Pupils

Nursery pupils and parents should enter the building through the main entrance where they will be greeted by a member of the nursery team.

When a member of staff is not present at the reception parents should use the intercom to alert staff within the playroom of their arrival and a member of the team will come to them main entrance and greet.

4. **Scooters and Bikes**

Adults & Pupils

Nursery Pupils, Parents and Staff

Individuals should take care while scooting or cycling to nursery. On approach to the pick up point to the nursery adults and pupils should dismount and complete the rest of their journey on foot. Nursery Pupils should not scoot or cycle into nursery grounds.

Scooters and bikes can be stored in the shelter provided. They can use the bike shelter located near the car park at the front of the nursery.

5. Cars Arriving At Drop-Off Pick-Up Times

Parents/Carers dropping off children should use the nursery pick up and drop off area at the side of the nursery building.

Considerate parking in the surrounding area is also vital to ensure the safety of our children travelling to and from nursery. Driving or parking without due care and attention will put a child's life at risk. We thank you in advance for your support in keeping all of our children safe.

Disabled drivers will be given access to designated disabled parking within the nursery grounds and special permission may be authorised in exceptional circumstances. Please contact the nursery office who will deal with your request. Please do not feel offended if refused permission to park.

Nursery visitors/business users

If visiting the nursery during the day for meetings with nursery staff or on business vehicles are permitted to enter the staff car park ensuring that vehicle is parked within a parking bay. When entering the nursery reception please advise staff of your car make and registration. We thank you in advance for driving slowly with care and attention while in the nursery grounds.

6. Servicing / Deliveries

All contractors and service vehicles should take care when parking. Contractors will be advised where to park when arranging their visit to nursery

7. Mini Buses and Taxis

Minibuses

Minibuses hired/borrowed by staff for pupil trips should be parked in the pickup point. This ensures that pupils do not have to negotiate crossing the car park.

Taxis

Taxis picking up or dropping off pupils should park in the pick-up area at the side of nursery.

Pupils should enter/leave taxis on the pavement side only.

8. Management Practice

All staff and nursery site users have a responsibility to report any dangerous or irresponsible behaviour to a member of the Nursery Management Team. This can be done through our nursery office reception.

9. Disabled Access

There is a designated parking bays for disabled access to the front of the nursery building near the main office reception. Drivers must display their disability badge clearly.

10. Electric Battery PowerPoint

There is a designated parking bay for electric cars to the front of the nursery building.