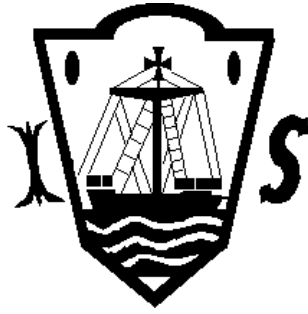




Inverkeithing Primary School

Hillend Road
Inverkeithing
Fife
KY11 1PL

Telephone: 01383 602416

Email: inverkeithingps.enquiries@fife.gov.uk

Headteacher: Caroline Gardiner

Site Traffic Management Plan

August 2025

(Next review date August 2026)

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Appendix A

1. Introduction

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

Inverkeithing 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 school management team.

We urge all site users to read this document carefully and act in accordance with the instructions contained within.

Copies of this document have been made available to staff, parents, and carers.

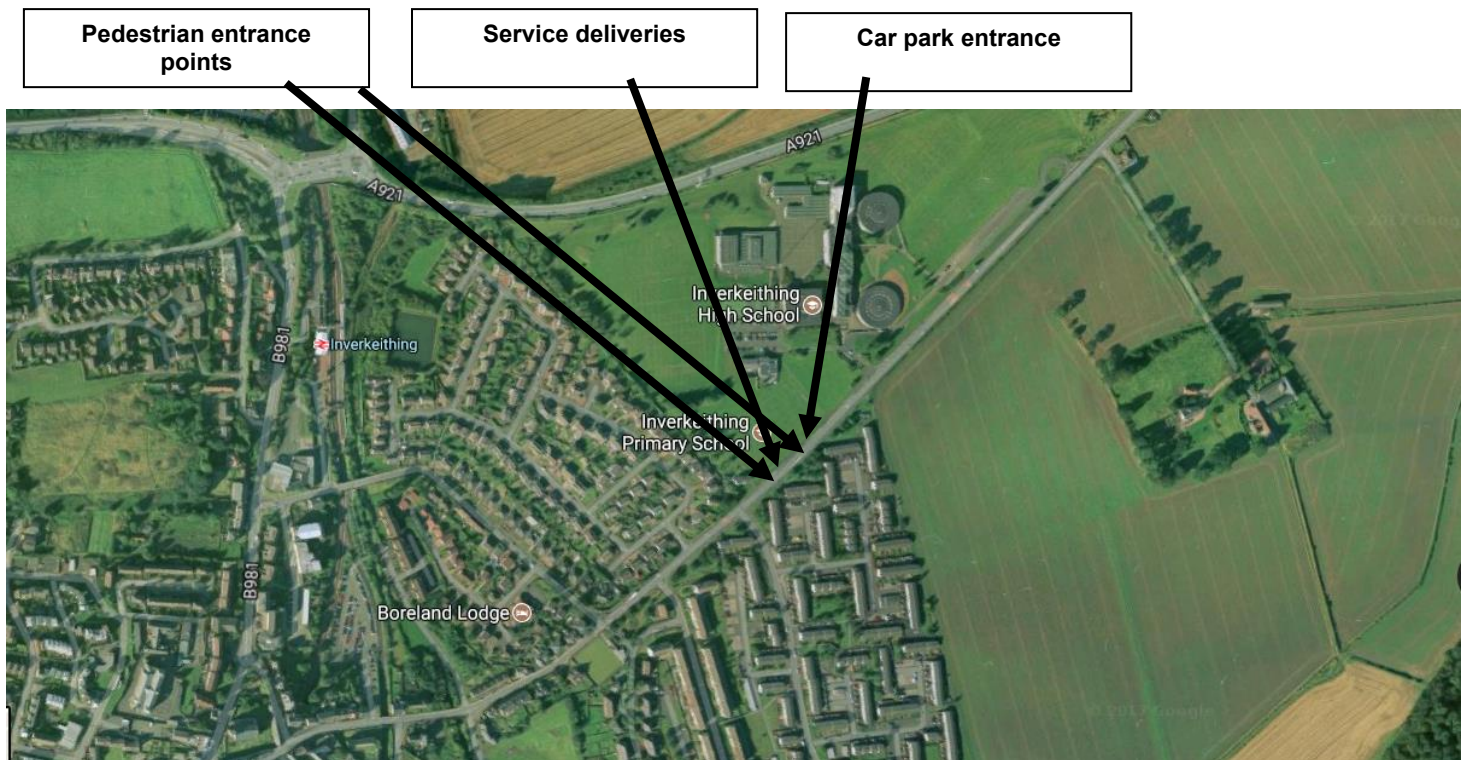
The document will be reviewed annually, and awareness raised regularly through parental events, newsletters, and induction meetings.

For further information, please contact:

Alison McDonald, Business Manager on 08451 55 55 55 Ext 401594 or
alison.mcdonald@fife.gov.uk

Caroline Gardiner, Headteacher on 08451 55 55 55 Ext 496758 or
caroline.gardiner@fife.gov.uk

2. School Layout/Access



3. Pedestrians

There is a pavement leading to the school (on Hillend Road) and pedestrians should make sure that they use this safely and avoid spilling onto the road. Users walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the two designated entry points. Pedestrians need to recognise that sections of the footpaths around the front of the school are adjacent to car park and service road vehicular access points and car parks. These are in use during peak times and pedestrians should exercise caution.

Designated Entry Points

Pedestrians should follow the local footpaths to Hillend Road where there are two pedestrian entry points. The vehicular access should not be used by pedestrians. The main entrance to the school reception area is through the entrance door at the front of the building.

4. Parents/Carers/Children

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

- Parents/carers should be aware that the school car park closes at 8:40am and 2:40pm to allow for safe walking routes at drop off and pick up times. The car park reopens at 9:05am and 3:05pm.
- We encourage walking, cycling, or scooting to school. Should children be travelling to school by car we would ask for the driver to follow the appropriate speed limit around the school area, park considerately of our neighbours and not park on the pavements, bus stops or hatched lined areas on the main roads.
- Parents/carers who accompany their child/ren to school should use the footpaths leading from Hillend Road into the school playground. Parents/carers should be aware of any traffic using the access road to the car park. Children will be made aware of safe school access routes through the school induction and Road Safety programmes.
- When using the footpaths please walk. This will avoid accidents and will make you more aware of what is happening around you.

5. Staff

There is a car park within the school grounds. This is strictly for the use by visitors and school staff. Drivers should always proceed slowly within the car parks. Please bear in mind that some young people and some children 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 to the school reception or to school management staff who will inform/remind the offending driver of the correct use of the site. Drivers should be aware that the school car park closes at 8:40am and 2:40pm to allow for safe walking routes at drop off and pick up times. The car park reopens at 9:05am and 3:05pm.

6. Visitors

Visitors are welcome to park in the school grounds and can use the car park directly in front of the school car park. Visitors are asked to park considerately, doing so will allow unrestricted movement of other vehicles during the school day.

Alternative on street parking is available in the surrounding area. Please make sure that you do not block residential driveways or park where this could cause an obstruction. Main door access into the school is only permitted from the main entrance on Hillend Road. Visitors need to press the security buzzer located on the outside door and wait for the door to open. All visitors must report to reception and sign in before going anywhere in the school. 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 01383 602416.

7. Servicing/Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should be reported 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 a contractor is on site to carry out works by prior arrangement, please call the school reception on 01383 602416 in advance to agree the most suitable parking location.

Drivers should be aware that they are working in a school environment – exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

8. School Buses

Inverkeithing Primary does not run a bus service as all children live within walking distance to the school.

On occasion classes will use a bus as transport to trips. This will normally park within the designated bus stop eastbound on Hillend Road.

The school minibus used to collect/drop off children will access the site from the main vehicular entrance on Hillend Road and follow the roadway to the front of the school.

Adults should always supervise children when getting on/off any bus transportation.

The bus should be at a complete stop before allowing children to get on or off the bus with the engine switched off. Only when the children are clear of the vicinity of the bus or seated and belted, should the drivers exit the car park following the agreed departure sequence.

Children are encouraged to behave appropriately on buses. However, if there are any other concerns, this should be raised with the school management team.

9. 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 Inverkeithing Primary School.

- Contracted vehicles should limit the use of any reverse movements. These should only be carried out where there is ample space to do so, where there are no adults or children in the vicinity.
- Goods traffic; utility or service vehicles should enter the designated service area at the front of the school.

10. Disabled Access

Each entry point to the school supports disabled access. Visitors should report to the main entrance where additional support can be facilitated. Children can access their classes easily using the entrance doors at their corridor entry area or classroom.

Parking

There are disabled bays in the car park. These are the spaces closest to the building and are clearly marked out on the road surface.

If visitors, staff, or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01383 602416.

11. Out with the School Grounds

The school accepts that parking near the school is not easy. Hillend Road is a residential street, 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 residents. Hillend Road is a main thoroughfare and in constant use during the day. Parents/carers are encouraged to park considerately and walk the remaining distance to the school with their children.

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 children and other road users. Accidents can arise if views are obstructed, or pedestrians must negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

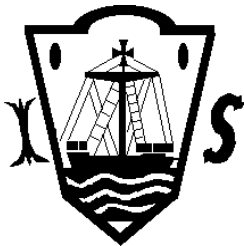
Please act responsibly by parking as considerately as possible to keep the children at Inverkeithing Primary School, residents, and other road users safe.

12. Management Practices

Key to the ongoing monitoring of the plan is the role of school management 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.

Non-compliance

All staff have a duty to report concerns or incidents that constitute non-compliance. These will be recorded on the form by those monitoring the site and appropriate action will be taken.



**Traffic Management Plan
Site Monitoring Form**

Date	Area	Observations	Incidents	Signed by