



LUMPHINNANS PRIMARY COMMUNITY SCHOOL
Main Street
Lumphinnans
Fife KY4 9HG
Tel: 01383 602421



Lumphinnans Primary Community School



**Site Traffic Management Plan
January 2024**

Contents

Section

1. Introduction
2. Layout / Access
3. Pedestrians
4. Pupils / Students
5. Staff
6. Visitors
7. Servicing / Deliveries
8. School Buses
9. Contract Hire Services
10. Disabled Access
11. Out with the School Grounds
12. Management Practices

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.

Lumphinnans Primary Community 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 therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Following a review of the usage of the car park and surrounding area, physical changes have been implemented. This document takes account of these changes and refers to the new layout and access rules completed by August 2012.

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

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

For further information, please contact:

Ailsa Swankie, Headteacher or School Office Tel. 01383 602421

2. School Layout / Access



Main Entrance

Nursery Entrance

Community Entrance

3. Pedestrians

There is a pavement to the front aspect of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road.

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

Designated Entry Points

Pedestrians will use the pedestrian gateway situated midway on front aspect of school. The vehicular access will not be used by pedestrians.

Metal fencing has been installed to define the pedestrian and vehicle areas.

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 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 a consequence for their behaviour.
- When using the footpaths - walk. This will avoid accidents and will make you more aware of what is happening around you.

Drop Off

There is no designated on site drop off for pupils. No vehicle should be accessing the car parks for this purpose. Pupils should be dropped off at the front of the school, away from the pedestrian crossing. Adults should ensure that the car park gates are free for obstruction.

5. Staff

There is one car park within the school grounds and this is strictly for use by school / council staff. Drivers should proceed slowly within the car park at all times.

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 area, this should be reported via the school office or to the Headteacher who will inform/remind the offending driver of the correct use of the site. No cars should obstruct access for bins, the school gate or pedestrian access to and from the car park to school.

6. Visitors

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 to the school is permitted via the main entrance. Visitors need to press the security buzzer located outside the main entrance doors and wait for the doors 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.

Access to nursery is permitted via the secure nursery entrance.

If visitors need any advice on access or parking before their visit, please call the school reception on 01383 6024021.

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 school office 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 602421 in advance to agree the most suitable parking location.

Any contractors who require access to the school / playground should do so either out with the school day or when the pupils are within school. Access cannot be allowed when children are entering or exiting school or when they are in the school playground. These times would be from 8.45am - 9.05am, 10.40am - 10.55am, 12.35pm - 1.25pm or 3.00pm - 4.00pm.

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 Lumphinnans.

Any deliveries for the school, nursery or community groups should access the building by the main school entrance and drivers should follow the guidelines within the Traffic Management Plan.

Minibus and Taxis for PSS pupils

- The drop off zone is situated in front of the school, west end. This should be kept clear for the contracted vehicles at all times. Taxi signage is marked on the road surface.
- Contracted vehicles should limit the use of reverse movements. These should only be carried out where there is ample space to do so, where there are no adults or pupils in the vicinity.
- Pupils who are transported by contracted vehicles should be dis/embarked on the pavement side only. Pupils will either be escorted into the building by their designated escort or will be collected from their vehicle by Pupil Support Service staff.

10. Disabled Access

Pedestrian access is primarily via the main entrance

If visitors, staff or pupils require information on access or any other considerations, they should contact the school office on 01383 602421.

11. Outwith the School Grounds

The school accepts that parking near the school is not easy. It is important that the school is a good neighbour to local residents. Main Street 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.

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 Lumphinnans Primary Community School, local residents and other road users safe.

12. Management Practices

Key to the ongoing monitoring of the plan is the role of the School Leadership Team 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.

Role of the Pupil Support Assistants and Travel Escorts

PSS staff will be responsible for meeting the taxi/minibus at the drop off zone, receiving the pupil from the travel escort and escorting the pupil into the building via the pavement. At the end of the pupil day, PSS staff will be responsible for escorting the pupils to the drop off zone and helping them into the vehicle. However, local flexibility can be exerted regarding this arrangement, depending upon the needs of the pupil and his or her relationship with staff.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, Leadership Team will carry out site inspections to view practices. These inspections will be recorded on the '**termly site monitoring form**' (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with by the school Leadership Team. All staff will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are 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. 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 Leadership Team who will make a record on the form and take appropriate action.

