



NEWPORT PRIMARY SCHOOL

Cupar Road
Newport on Tay
Fife

DD6 8JT

Telephone: 01334 659432

Email: newportps.enquiries@fife.gov.uk

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

Headteacher: Miss L Donaldson

Site Traffic Management Plan

September 2025

(next review date September 2026)



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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.

Newport 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 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.

Newport Primary School 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. Copies are also available from reception and on the school website:

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

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

For further information, please contact:

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Paul Anderson, Business Manager on 03451 55 55 55 + ext. VOIP (444448)

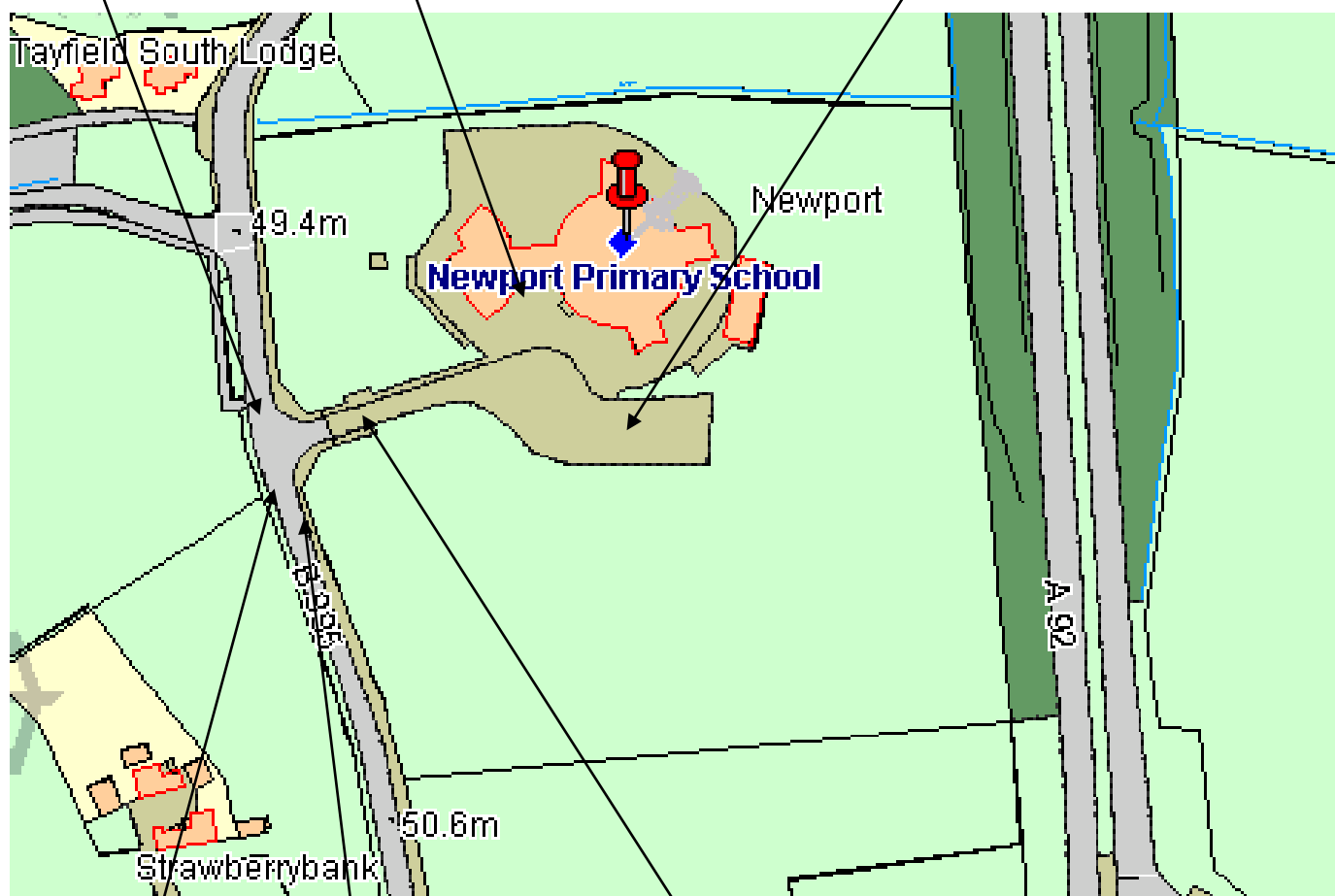
Louise Donaldson, Headteacher on 03451 55 55 55 + ext. VOIP (453312)

2. School Layout / Access

Pelican Crossing/
Traffic Lights

School Entrance

Staff Car Park



Cupar Road

School Bus Stop

Zebra Crossing

3. Pedestrians

There is only one entry point into the school. There is a pavement running into the school playground which pedestrians should use. If pedestrians are crossing roads they should either use the Pelican crossing on Cupar Road or the Zebra crossing at the edge of the staff car park. Pedestrians should only access the school from the designated entry points. The vehicular access should not be used by pedestrians. Pupils should not be climbing over fences, railings or walls to access the school grounds.

4. School Bus

There is a school bus which stops on Cupar Road. Pupils should disembark safely and walk into school using the pedestrian access. In the afternoon, pupils meet at a designated spot in the school playground and a member of staff wearing a high visibility jacket will walk them to the bus situated in the bus bay on Cupar Road.

5. Taxi

In a few instances, a designated taxi is contracted to transport individual pupils. The taxi will park in the keep clear space in the car park and pupils disembark safely onto the pavement. Any pupil who has additional support needs will be met by a member of staff.

6. Staff

The car park is within the school grounds and these are strictly for use by visitors and school staff. Drivers should proceed slowly within the car park at all times. Please bear in mind that 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. All vehicles should be parked within a bay. The staff bays are yellow in colour. 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 inform/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 (eg. if car lights are left on).

When entering/leaving the car park, drivers should be aware that pedestrians may be crossing the car park access road.

The visitors car park (white bay spaces) is limited to short-term visitors only.

7. Visitors

Authorised visitors are welcome to park in the school grounds, but should only park in the designated white spaces. Doing so will allow unrestricted movement of other vehicles during the school day. Motorists should adhere to a sensible slow speed within the staff car park. Alternative on street parking is available on Cupar Road.

Access into school is via the main entrance which is sign posted. All visitors must report to reception where they will receive further direction.

8. Cyclists/Use of Scooters

Cycle stands are available for use by pupils, staff and visitors. Anyone choosing to cycle or scoot should ensure they do so in a safe manner for both themselves as cyclists and pedestrians. When entering the school site, all cyclists should dismount from your bike and wheel it to the cycle racks. When leaving the school site, bikes and scooters should again be wheeled out of the school.

9. Parents/Carers

Parents/carers are welcome to use the staff car park in the morning (8.30am - 8.55am) providing they park in a designated bay (these are marked in white). We recommend that you reverse into a bay as this gives a better line of sight when pulling out of the marked bay, especially if children are crossing. If parking and taking or collecting pupils to / from school parents/carers should accompany children. Parent/carers must not allow pupils to wander across the car park by themselves. Please note there is no drop off facility in the staff car park. Cars must be parked within a white bay. Motorists should adhere to a sensible slow speed within the staff car park. **The car park is closed between 9.20am - 3.15pm.**

10. 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 and ask that any visitors/parents park courteously. Parents/carers are encouraged not to park near the school if possible, 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 yellow lines, obstructing access points etc causes danger to pupils and other road users. Please act responsibly by parking as far away from school as possible to keep all pupils at Newport safe.

10. Disabled Access

Anyone who required disabled access or a access to disabled parking should contact the school directly.

11. Management Practices

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All users 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. All staff are responsible for reporting any particular potential hazards. A monitoring sheet must be completed.

Supervision

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

Non-compliance

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, these will be dealt with or escalated by the school's Business Manager. The Senior Leadership Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

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.