

## **Strathallan Primary School**

Strathallan Drive

Kirkcaldy

Fife, KY2 5YP

Telephone: 01592 583434

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

Headteacher: Mr Derek Cobb



# **Site Traffic Management Plan**

**February 2026**

**Next review date August 2026**



**"Inspiring the Future"**

# Contents

## Section

1. Introduction
2. School Layout / Access
3. Pedestrians
4. Pupils
5. Staff
6. Visitors
7. Cyclists / Scooters
8. Servicing / Deliveries
9. Disabled Access
10. Out with the School Grounds
11. 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 and contractors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Strathallan 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. Pupils in breach of the site rules may be subject to the school's behaviour management policy.

Strathallan 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. This document is available on the school website:

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

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 Derek Cobb, Headteacher on 01592 583434 / strathallanps.headteacher@fife.gov.uk

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

## 2. School Layout / Access

- Pedestrian Access
- Vehicular Access



### **3. Pedestrians**

There is a pavement either side of the main vehicular access road to the site. 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.

There are no other designated pedestrians entry points to the site. Once on-site pedestrians should follow the clearly marked pavement areas to access the school building and not walk on the road or through the car park. Pedestrians should exercise caution and recognise that some of the designated pedestrian routes are adjacent to vehicular routes and access points that will be in use during peak times.

Pedestrians should follow the local footpaths on and leading to Strathallan Drive to access the school site.

### **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 grounds via the vehicular access point road 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 – please walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils should use the pavements in the school grounds and never walk on the access road or in the car park.
- Pupils should use the Crossing Patrol or Pelican Crossing to cross Strathallan Drive.

### **5. Staff**

The car park is within the school grounds and is strictly for use by visitors and school staff. Drivers should proceed slowly within the car park at all times, keeping to the 5 MPH 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 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 main staff car park is situated in the lower part of the site, 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.

There are a small number of disabled car parking bays in the upper area of the site directly outside the main reception. Use of designated disabled parking bays are restricted for disabled blue badge holders only.

## **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 for use by disabled blue badge holders only. **Parents and carers are not classed as visitors for the purpose of normal morning drop off and afternoon pick up and should not park in the school grounds at these times unless this is authorised in advance by the school management team.**

On street parking is limited in the surrounding area, and 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 building is only permitted through the main entrance. Visitors need to press the school 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 583434.

## **7. Cyclists / Scooters**

Cycle and scooter stands are available for use by pupils, staff and visitors. Anyone choosing to cycle or use a scooter should ensure they do so in a safe manner for both themselves and pedestrians. The path joins the grounds from Strathallan Drive as part of the wider community cycle network. On entering the school site cyclists and those using scooters must dismount and wheel their bike/scooter to the storage racks provided.

## **8. Servicing / Deliveries**

Drivers of service vehicles should use the access route to the school building. They are required to contact either the Catering Manager or OCS Facilities Management. Deliveries can access the school reception by the main car park to drop of 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 a contractor is on site to carry out works by prior arrangement, please call the OCS Facilities Management on 01592 269354 in advance to agree the most suitable parking location.

## **9. Disabled Access**

The only pedestrian access to the site is through the main entrance on Strathallan Drive. From there are ramped footpaths on either side of the main car park which lead to the school reception.

There are a very small number of disabled bays in the top car park which 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 01592 583434.

## **10. Outwith the School Grounds**

The school accepts that parking near the school is not easy. Strathallan Drive 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. 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 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 Strathallan Primary School, 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.

The Senior Leadership Team will carry out supervision duties and monitor compliance against this plan at various times during the school week.

In addition to the supervision arrangements in place, the Senior Leadership Team will carry out regular site inspections to view practices. These inspections will be recorded on the '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 or escalated as appropriate. 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 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 Senior Leadership Team who will make a record on the form and take appropriate action.