



Building a Legacy

Andrews Memorial Primary School

Policy on

Parking in the school grounds

Our school ethos

Andrews Memorial believes in the potential of every child: to create; to achieve; to celebrate; to make a difference. We believe in blending and balancing the traditional elements of literacy and numeracy with a stimulating, up-to-date and challenging curriculum. We recognise the potential for ICT to enhance learning across the curriculum.

We aim to ensure that we provide a welcoming, caring and happy learning environment, in and beyond the classroom; also that we deliver learning that is valued by the whole school community and which develops an understanding and an appreciation of the world around us.

Ultimately, we hope to nurture well-rounded young people, who can engage with each other and with adults; who respect everyone and who have a sense of moral responsibility.

We believe it is our duty to:

- ✓ *Enthuse and enable pupils to reach their full potential by developing independence, self-discipline, self-confidence and self-esteem*
- ✓ *Create a **positive** atmosphere of encouragement and high expectations*
- ✓ *Build and nurture **relationships** between home, school and the community*
- ✓ *Provide a well-balanced, exciting and **meaningful** curriculum in a safe, caring and happy environment*
- ✓ *Promote an ethos of **engagement** and **achievement** built on **effort***
- ✓ *Instil a sense of purpose in making a contribution to life in and beyond school*

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Policy on parking in the school grounds

This policy was developed by the Board of Governors in response to parents' requests for parking access in the school grounds at drop-off or pick-up times. It also applies to school operational times during the day.

The Board of Governors shall review this policy as part of its suite of Health & Safety related policies and duties. Such a review will normally take place annually in association with the Health & Safety Inspection.

Aims

- To ensure the health and safety of pupils, staff and parents at all times
- To clarify procedures related to parents/carers parking in the school grounds

Context

At all times, access to the school grounds must be requested from the Board of Governors, addressed initially with the Principal. The Principal may make an interim decision on a parental request, but all such decisions will require ratification by the Governors and recorded in the Minutes of a Board of Governors' meeting.

The Governors wish it to be known that access to the school grounds will only be granted in exceptional circumstances. Extra vehicles in the grounds, especially at busy drop-off or pick-up times presents significant dangers to children and adults moving around the grounds as pedestrians. There is also risk to users' vehicles and those drivers' safety when driving in the grounds. Therefore, all parents/carers are advised to try and find alternative and safe drop-off or pick-up arrangements for their children without requesting access to the grounds. Restricting access to the school grounds from both a health and safety and child protection perspective was the main driver behind the installation of an electronic gate barrier. This has proved very successful in keeping traffic outside the school grounds.

Access

Vehicle access is granted to enable parents/carers of **children with a disability**, including short-term injuries, eg a broken leg, to pick up their child safely and away from the congested parking areas outside the school gates.

However, where parents/carers of a pupil in the Foundation Stage (P1 & P2) **themselves have a disability**, parking access may be applied for, as these children are picked up at the Foundation Stage entrance/exit to the school building, inside the grounds and not at the exit gates where the P3-7 children are picked up from.

For these applications, the Governors will make a judgement on a case-by-case basis, but they will prioritise lower limb infirmity, whether temporary or permanent, over other conditions that limit adult carers' mobility.

Once a child reaches Key Stage 1 (P3 & P4) or Key Stage 2 (P5-7), parents/carers are expected to make provision for pick-up at the school gate. All children are brought to the gate by a member of staff. Older children regularly leave the grounds independently to access parents' or carers' cars. The School Patrol adds another level of supervision beyond

the school gate. Parents/carers can consider asking another trusted adult to pick up their child, eg the parent/carer of their child's friend.

For those parents/carers of pupils in the Foundation Stage granted access, parking is available close to the school entrance (disabled parking space). All other parents granted access must park in the area outside the Andrews Memorial Hall and not within the interior staff car park.

Once an application has been received by the Principal, s/he will make a judgement as to its suitability prior to sending it to the Governors for approval. The Governors' decision will be recorded in the Minutes of the relevant meeting and the decision communicated in writing to the applicant.

List of requirements:

- 1. Written application (*including via email*) to the Board of Governors through the Principal, or in his/her absence, the Vice Principal/member of the School Leadership Team**
- 2. Proof of:**
 - a. current driving licence**
 - b. current insurance**
 - c. disability of pupil or driver (see below), eg 'blue badge', medical certificate**
 - d. other documentation as may be requested by the Governors**

Should access be denied to a parent/carer, the applicant has a right of appeal, in which case they will be invited to present their case to a sub-committee of the Board of Governors.

Points for consideration, particularly where access is requested to cater for carers with injuries/disabilities or in support of older pupils with injuries/disabilities:

- Older pupils with broken bones; carers of these pupils may be granted temporary access for a limited period under the authority of the Principal as delegated to him/her by the Board of Governors; the Principal will record such permission in Governors' Minutes*
- Parking access closer to entrance (currently only one designated space); there may be occasion where arrangements can be made to cater for more than one parent/carer to park closer to the Foundation Stage entrance/exit*
- Carers in general; parents should ensure that, if at all possible, when making arrangements with carers to collect children from school that they are physically fit and capable of doing so outside the school grounds*
- Children not capable of a safe level of mobility should not be in school if their ability to move around is limited/dangerous to themselves/others; such issues can be managed on a case-by-case basis by the Principal/teachers in liaison with the parent/carer*

General parking issues

The school has no jurisdiction over the public highway. Safe parking reminders/guidelines are sent by the school on behalf of the Governors every half-term - see Appendix 1. Liaison between the school and the road safety authorities continues when required, instigated by

either the school or the relevant bodies, including the PSNI. The school has been furnished with temporary 20mph Speed Limit signs during designated drop-off and pick-up times (installation September 2021).

Parents are welcome to contact the school about safety concerns that can then be relayed to the Governors; ultimately, however, parents have the choice of contacting the PSNI should they become concerned about any road safety issue beyond the school gates.

Parking issues are included in the school's general portfolio of parental/neighbourly concerns. Occasionally, Governors are asked to respond to or comment on issues raised by neighbours of the school, eg parking in front of driveways, inappropriate behaviour or refusal to comply with acceptable residents' requests for safe parking. It is the school's aim to resolve such differences or complaints without recourse to external authorities, although this may not always be possible.

In any circumstances, abuse of staff will not be tolerated and will be reported to the PSNI. The Principal, in his/her role as Honorary Secretary to the Governors, will communicate such queries at scheduled meetings or, in the case of more urgent enquiries, with the Chair or Vice Chair of the Board of Governors.







Appendix 1: Governors' half-termly reminder to parents/carers about parking in the vicinity of the school:



**Andrews Memorial Primary School
Board of Governors**

The Board of Governors values and welcomes parents' support for all aspects of school life. One of the major issues on which we rely on your cooperation is the health and safety of everyone around and in the school grounds. With this in mind, we would appreciate you reading the following carefully.

The Governors are concerned that the actions of some parents / guardians, when parking or driving to and from the school, are creating dangers for the pupils, other parents, staff and members of the public. As you know, the PSNI continue to monitor the traffic-related issues throughout the town and have sent fliers home on occasion. It is the Governors' hope that this - our own - flier will increase your awareness of the dangers and the ways in which you can help us keep everyone safe.

-  Please park considerately and safely at all times, keeping the driveways of local residents clear.
-  Please always park with two wheels on the road; parking fully on the pavement means that pedestrians are forced off the pavement. Additionally, pavement parking at the school gate severely restricts drivers' sight lines.
-  Cars should not wait or park where there are school entrance markings on the road. Parents must not drop their children off at a junction; it is extremely dangerous and it is an offence.
-  We request that parents reinforce the dangers of the road to their children. Even when in the school grounds, everyone should stay on the footpath and not run out from behind parked cars.
-  Parking in the school grounds is not permitted.
-  The Patrolman is there solely for the safety of the children. It is important that you encourage your children to follow his instructions at all times. They should wait on the pavement behind him and ***never, ever step onto the road until he has told them it is safe to do so.***

Thank you for taking the time to read this guidance.

