



Overleigh St Mary's CE Primary

Traffic and Parking Policy

Signed by:

Headteacher

Date: Summer 2025

&
Sharon Broughton

Chair of governors

Date: Summer 2025

Car Parking Guidelines

These guidelines have been produced to help ensure the safety of all visitors, parents, carers, children, and staff at Overleigh St Mary's Primary School, and we are grateful for your full cooperation.

Car parking at the beginning and of the school day is a problem at most primary schools. Children and parents arrive and depart in a relatively short period of time and this causes congestion. With this congestion, there is an increased safety risk. Parents and carers are reminded that they are responsible for their children along the route to and from school, up to entry to the school building at the start of the day, and after leaving the school building at the end of the day, and they should be closely supervised at all times.

We encourage pupils to walk to school or to come by bike / scooter, even if this is just occasionally. This minimises parking problems, is healthier, and also helps protect the environment for this and future generations.

Children are permitted to ride bicycles and scooters to school and use the bike storage during the school day. Pupils & parents must dismount from their bicycles and scooters when entering the school site and keep to the pathways. They are not to cross the car park or use the roads within the school site, and must exercise all care and attention.

It is the school policy, and for obvious safety reasons, not to have children walking amongst moving vehicles, particularly on the school site. The school car park is NOT available for parking, without prior arrangement. The gates are closed and locked (using a code combination) throughout the school day. These measures are for the safety of all those who attend the school.

Parking outside of school

The space directly outside of school can only accommodate approximately 8 cars safely, and it is therefore extremely limited, given we have well in excess of 400 pupils at the school. The college carpark is available for brief stays at drop off and pick up times. It is far safer for all our children and adults if those who must drive, park in this car park and walk the very short walk to school. The speed limit, signage and traffic / parking restrictions must be followed when using the college site. We would remind all parents / carers that they park at their own risk, and neither Overleigh St Marys Primary school nor Cheshire College will accept responsibility for damage, accident or loss to vehicles, persons or contents.

Please observe the traffic and parking regulations outside the school grounds. Please be polite and courteous and give consideration to other people. All users must respect our neighbours. Please do not park irresponsibly, block other people's driveways, block the school gates, park on or drive over grass verges or park on the corner.

Access must always be available for the emergency services

So, please walk or cycle to school if you can. If you must come by car, try to share trips with neighbours or friends, and consider using the car park at the college, and always be considerate to others.

Please **DO**

- Leave plenty of time for your planned journey, and arrive punctually. It gives your children time to interact with their friends before school starts, and also offers an opportunity for parents and carers to do the same. Classroom door shut at 8.50am. Arrival after this time is marked as late.
- Try to make these initiatives work for the benefit of Pupil Safety, local residents, staff and yourselves
- Try to leave your car at home, as much as possible, and walk or cycle instead
- Follow the parking and traffic regulations
- Be considerate and courteous at all times
- Be aware and take care of yourselves and others around you

Please **DON'T**

- Rush to arrive just before school class opening times
- Park on double yellow lines – you could be fined and these lines are in the most dangerous places to park for the children's safety
- Be put off your walk to school by cold or wet weather
- Be inconsiderate or discourteous to others
- Block access

Thank you for helping to keep our school a safe place.

Supporting Biking and Walking to School

The school ensures road safety is part of its annual curriculum offer for children throughout the school. This is particularly focused on during our Healthy and Safe focus week. In addition, we participate in walk to school and Bikability initiatives offered by the Road Safety team. Our community police officers provide assemblies that include road and pedestrian safety and support the school where they can to monitor the safe use of the roads surrounding school.

Car Parking Rules

Although the car park on the school site is not available for parents/ carers, we do understand that there are some exceptional circumstances for our families.

If any parent /carer feels that they have exceptional circumstances, they should discuss this with the Headteacher. Permissions will be given at the Headteacher's discretion. Any permission is for a limited time only and will be reviewed regularly, depending on the exceptional circumstances.

When meeting to discuss the parking, we ask that parents / carers sign and agree to the site parking charter. Any details would be agreed on a case-by-case basis.

We have three disabled parking slots in total for staff, parents and visitors. These are allocated on a first come basis, staggered through the day. If more than three disabled badge holders require spaces at the same time, additional spaces are made available adjacent to access to the school building.

Please note if the Blue Badge holder is not the child and or there are two or more adults in the car and at least one is not themselves the Blue Badge Holder, they are asked to park outside of the school grounds and walk the child in.

Deliveries and other Large Vehicles on Site

Small deliveries, typically in small vans and cars are made via our main carpark through the automated gate. Access is gained by buzzer to the office and drivers are directed to follow the one-way system. Deliveries that arrive during the start and end of the school day for children are not permitted onto site and delivery is taken at the gate or held until the site is clear of pedestrians. Children use the front of school for play areas at break and lunch but are supervised at all times and are not permitted to play on the inner roads.

Large deliveries are admitted to the EYFS / Canteen carpark by the site manager, who will manually unlock the entrance and supervise and receive the delivery. Drivers for these deliveries alert the office via the intercom or directly call the site manager. These deliveries are not admitted at the start and end of the school day.

Coaches and mini buses use the EYFS / Canteen carpark. The Site manager supervises the safe entrance and departure of coaches and buses, prioritising the safety of pedestrians who are directed to use the designated pathways around the carpark.

School Site Parking charter

Any parents / carers that have been given permission to use the car park on a temporary basis due to exceptional circumstances, must follow this parking charter as set out below:

- A 5 miles per hour speed limit applies
- The one-way system to be followed without exception
- Reversing of any vehicle to be minimised, and no reversing of any delivery / large vehicles to be permitted on site
- Delivery vehicles access to and from the school site to avoid key drop off and pick up times
- All drivers must exercise due care and attention
- Disabled bays are only to be used by registered disabled badge holders
- No parking on walkways or double yellow lines
- Access for emergency vehicles must be maintained at all times
- Users of the school car park do so at their own risk. Overleigh St Marys Primary school, and the governing body will not accept responsibility for damage, accident or loss to vehicles, persons or contents
- All users of the car park are to be polite and courteous at all times. Please give consideration for other users of the car park
- All users must respect our neighbours, and not park inconsiderately in the locality of our school
- In the event of any incident in the car park, the headteacher will review the situation with a view to taking appropriate action. This may result in the withdrawal of the agreement to park on the school site for the individual(s) concerned
- Use of our car park will be regularly reviewed (every 2 – 4 weeks). This may be withdrawn by the Headteacher if they feel that the safety of the children /other school users is being compromised by inappropriate use of our car park
- At this review, evidence of medical procedures or a blue disabled badge may be required.
- Any special circumstances will be reviewed by the Headteacher, on a case-by-case basis

Name: _____ Date: _____

Signature: _____