



CAR PARKING POLICY

Date of Policy	March 2015
Date of Review	March 2018



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CROFTON ACADEMY takes the health, safety and welfare of its pupils, staff, governors and visitors seriously. This policy has been created in consideration of the varying needs of staff, parents/guardians, school transport and visitors.

Whilst the school cannot control parking outside of its boundaries, we ask that people attending the school park their vehicles with consideration for the safety of pedestrians, other road users and the immediate community. In particular, care should be taken when children from the Academy and neighbouring junior and infant schools are within the vicinity.

1. PARENTS/GUARDIANS AND PUPILS

- 1.1. Parking within the school car parks is restricted to staff and official visitors only.
- 1.2. Parents/guardians should not use the school car parks for dropping off or picking up children at the beginning or end of the school day, unless this has been agreed by prior arrangement or the child is being picked up by School Transport/taxi.
- 1.3. Parents/Guardians are welcome to pick up and drop off their children in the car parks once school is in session or before 3:00pm, for example if they are late due to attending a doctor's appointment or have to go home ill.
- 1.4. No vehicle other than emergency vehicle or commercial van should park in the hatched lines in the front car park.
- 1.5. Pupils should use designated paths and walkways wherever possible, provided for their safety. They should not walk through car parks or across parked vehicles where vehicles could be moving. This is more prevalent at the start of school in both car parks and the front car park from 3:00pm (the top car park is closed 3:00pm-3:20pm).
- 1.6. The Leadership Group, Health and Safety Committee or Premises Manager reserve the right to ask you to move your vehicle at any time if it is deemed to be parked in breach of this policy.

2. STAFF AND OFFICIAL VISITORS

- 2.1. The school accepts no responsibility or liability whatsoever for any damage caused by any means to vehicles parked on school grounds, their contents or persons travelling as passengers or drivers.
- 2.2. All cars must be parked in marked bays.
- 2.3. Staff and visitors who have parked in the school car park are responsible for ensuring that Reception is informed of the vehicle's make, colour and registration number. Staff should advise Reception if they change their

vehicle permanently or come in an alternative vehicle. If staff regularly or occasionally use more than one vehicle they should register the details of all vehicles with Reception.

- 2.4. The car park adjacent to the Main Hall is closed between 3pm and approximately 3:20pm (dependent on the bus arrival time) and cars should not move through the car park during this time while pupils exit the premises and queue for buses in the allocated bus bays.
- 2.5. If staff are staying after normal school hours they should not block in another vehicle and likewise staff leaving early should attempt not park in a space known to get blocked. These spaces are usually the ones along the wall at the side of the Caretaker's Bungalow.
- 2.6. If you are asked to move your vehicle, please do so immediately and with good grace. Staff could have appointments outside of school or have been called away unexpectedly in an emergency.
- 2.7. If you intend to leave your vehicle overnight or during the weekend (use the front car park only) please liaise with the Premises Manager.
- 2.8. Staff must not park in areas hatched. These areas are designated for emergency use and commercial vehicles only.
- 2.9. The Leadership Group, Health and Safety Committee or Premises Manager reserve the right to ask you to move your vehicle at any time if it is deemed to be parked in breach of this policy.

3. OUT OF HOURS

- 3.1. The top car park will be locked from Friday evening until Monday morning and therefore unavailable for general use.

MAP OF SCHOOL AND DESIGNATED PARKING AREAS

