

# Abbots Hall Primary Academy



## Car Park Policy

Agreed by Governors:

September 2026

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Next Review Date:

September 2029

### Version control

| Date   | Version no. | Key changes from previous version                                                                                                      |
|--------|-------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 6/2018 | V1          | New policy<br>Staff in this policy refers to Homestead workers/LA officers/official visitors to the academy                            |
| 9/23   | V2          | adaptation of specified times for parents to use carpark.<br><br>Addition of 'staff request' to parent permission to use bullet point. |

## Introduction

Our site has one vehicle access route and provides parking for 38 staff vehicles including 3 disabled bays. There are not enough parking bays for all the staff or the parents to park on the site. The roads do not allow a large volume of traffic onto the site. For the continued safety of our children access to the school site by vehicle is limited.

Arrangements for parking on the school premises:

- Parents / carers vehicles are not permitted to drive onto the school site between 8:20am 3:45pm.
- School staff may request that a parent uses the carpark in an instance when it is considered in the best interests of the child (e.g picking up a child who is unwell).
- Available car parking spaces outside the above hours may be used.
- Only marked parking spaces may be used. Double parking or parking outside these spaces is not permitted.
- Staff parking is on a first come first served basis and only marked parking spaces may be used.
- The school has no parking spaces available to parents.
- Parents / carers who are Blue Badge holders are exempt from the above restrictions.
- Parents / carers may apply for a Temporary Parking Permit on the grounds of medical circumstances [appendix 1].

Parent parking outside the school should:

- Respect our neighbours.
- Leave plenty of time for their planned journey.
- Try to utilise the traffic strategies the school has made available.
- Leave the car at home where possible and walk instead.

Parents should not:

- Rush to arrive just before or at school opening times.
- Be put off from walking to school due to cold or wet weather.
- Drive up to the school gate.
- Stop on the restricted 'yellow marked' areas outside the school.
- Park or drive on pavements.
- Block driveways or 'double park'.

Issue of a Temporary Parking Permit will be at the discretion of the Head Teacher. Each permit will be issued with an expiry date that will require a review should the parents / carers wish to reapply.

The school publishes The School Travel Plan as a separate document to this policy. We work hard to promote sustainable and safe school travel in partnership with the community and this is detailed within the School Travel Plan. This policy applies to all staff, governors, parents and/or their carers.

## Injuries due to traffic

If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school does not accept any responsibility for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

### **Damage to vehicles**

Damage occurring to staff members' or visitors' vehicles while on school property will not be considered the responsibility of the school, unless the damage occurs due to a lack of adequate supervision of pupils, in which case, the school will accept responsibility.

# ABBOTS HALL PRIMARY ACADEMY PARKING APPLICATION



|                            |                                                                                                                                                                                                                                                |       |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Child's name:              |                                                                                                                                                                                                                                                |       |
| Parent(s) names:           |                                                                                                                                                                                                                                                |       |
| Address:                   |                                                                                                                                                                                                                                                |       |
| Reason for request:        | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>                                                                                                                                                                  |       |
| Disabled Blue Badge Holder | <p style="text-align: center;"><input type="checkbox"/>Yes <span style="margin-left: 150px;"><input type="checkbox"/>No</span></p> <p style="text-align: center;">Please attach the original badge for the school to photocopy and return.</p> |       |
| Signed:                    |                                                                                                                                                                                                                                                | Date: |

Academy to complete:

|                     |                                                                                                                                    |       |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------|-------|
| Application agreed: | <p style="text-align: center;"><input type="checkbox"/>Yes <span style="margin-left: 150px;"><input type="checkbox"/>No</span></p> |       |
| If not agreed:      | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>                                                                                |       |
| Signed:             |                                                                                                                                    | Date: |