

# **Salendine Nook High School (Academy)**

## **Site Traffic Management Plan (Non Statutory)**

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| <b>Produced by:</b>                | <b>V.Wood</b>  |
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## **1. Introduction**

This document has been prepared to inform and instruct employees, students, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Salendine Nook High School (Academy) 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 the School 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. Staff and students in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, students, parents and carers. via the school website:

The document will be reviewed bi-annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

### **For further information, please contact:**

Ginny Wood, Director of Finance & Resources on 01484 657541 + ext. 4063 or [business.manager@snhs.kirklees.sch.uk](mailto:business.manager@snhs.kirklees.sch.uk)

## 2. School Layout / Access



### 3. Pedestrians

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Students walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

#### Designated Entry Points

Pedestrians should follow the local footpaths along New Hey Rd where there are 2 pedestrian entry points located on the main road. The vehicular access should not be used by pedestrians. Entry into the school building is through the main entrance.

#### **4. Students**

It is very important that students set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas students should be aware of:

- Students should be particularly aware that entry into the school ground via vehicular access points (school car parks and bus bays) can be dangerous. Students are encouraged to use the site footpaths wherever possible.
- Students found to be climbing over railings or fencing, 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 disciplinary action.
- Students must not walk in the bus bay at any time, unless dis/embarking the buses. Students must follow the instructions of staff and be aware of the following:
  - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
  - Only use the paths identified around the bus bay. No one should cross the bus bay as a pedestrian to access the pavements on the perimeter of the school. To access the bus bay please use the footpaths.
  - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- When using the footpaths – students should walk. This will avoid accidents and will make you are more aware of what is happening around you.
- Students cycling to school must enter the grounds via the driveway from New Hey Rd. into the school grounds by the bus bay, cycle through the entrance of the Quad area and deposit their cycles in the bike racks. They should exit the school via this same route.

#### **Drop Off**

There is a designated on site drop off for students within the bus bay which can be used for this purpose. No vehicle should be accessing the school grounds for this purpose, without express permission.

#### **5. Staff**

There are 4 car parks within the school grounds for the use by school staff. There are also designated parking spaces at the front of school outside the main reception area for use by visitors, which includes 2 disabled bays. There is also a disabled parking bay by the swimming pool. Drivers should proceed slowly within the car parks at all times. Please bear in mind that some young people and some students 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 via the school receptionist or to the school's Director of Finance & Resources, who will inform/remind the offending driver of the correct use of the site. Staff MUST supply the

school with their registration number so that they can be contacted if there is a need to do so.

Staff are not permitted to leave the school car parks for the 10 minute period after the school bell has rung for the end of the day.

## **6. Visitors**

Visitors are welcome to park in the school grounds, and should try and only use the designated car parking spaces noted in section 5 and as illustrated in section 2. The car parks are often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus bay area at any time, even for the shortest visits.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the double doors and wait for the doors to open. 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 01484 657541.

## **7. Servicing / Deliveries**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. 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. The school actively discourages deliveries between 08.30 - 09.00hrs, 11:00 – 13:50hrs and 14:45 -15.30hrs when students are out of the building to reduce the likelihood of any accidents.

Where the contractor is on site to carry out works by prior arrangement, please call the school site team on 07770982183 in advance to agree the most suitable parking location and time.

### **Bus Bay**

This area is strictly for use by contracted buses between **8.00 am – 9.00 am** and **3.00 pm – 4.00 pm**. It is essential that this area is not used for drop off point or parking during these times.

## **8. School Buses**

Buses that enter the site to collect mainstream students should only access the site from the bus lane off New Hey Rd.

The bus bay use is solely for buses.

Drivers enter and exit the bus lane from New Hey Rd.

The bus should be at a complete stop before allowing students to get on or off the bus with the engine switched off. Only when students are clear of the vicinity of the bus bay (am) or all on board (pm), should drivers exit the bus bay following the agreed departure sequence.

Students are reminded about good conduct around the bus bay in section 4 of this plan, however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

## **9. Contract Hire Services**

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them.

## **10. Disabled Access**

Pedestrian access is by the main front entrance. Both sets of doors are operated automatically, however they will not open until the buzzer is sounded.

### **Parking**

There are 2 disabled bays at the front of school located by the main entrance. These spaces are clearly marked out on the road surface. Access to the disabled parking bays is by following the same one way system as indicated on the diagram above. There is also a disabled parking bay by the swimming pool.

If visitors, staff or students require information on access or any other considerations, they should contact the school reception in the first instance on 01484 657541.

## **11. Outside the School Grounds**

The school accepts that parking near the school is not easy. New Hey Rd. is a main thoroughfare and in constant use during the day. 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. However, students should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points on New Hey Rd.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to students 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 students at Salendine Nook High School, local residents and other road users safe.

## **12. 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.

### **Supervision**

The Senior Leadership Team will arrange for daily supervision around the bus bay and the pedestrian areas at the end of the school day.

### **Monitoring of compliance against this plan**

In addition to the supervision arrangements in place, Senior Leadership Team will carry out site inspections to view practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the Director of Finance & Resources. Senior management will be responsible for addressing the conduct of all students where this is not consistent with the requirements 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 and take appropriate action.