

Gwyrosydd Primary School
Traffic Management Policy 2026



Ysgol Gynradd **Gwyrosydd** Primary School

Working together to unlock our potential



GWYROSYDD PRIMARY SCHOOL

Ysgol Gynradd Gwyrosydd



TRAFFIC MANAGEMENT POLICY





Working together to unlock our potential **Gweithio gyda'n gilydd i ddatgloi ein potensial**

The aim of this plan is to minimise, as far as is reasonably possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site.

1. Introduction

Gwrosydd takes the health and safety of all site users extremely seriously. It is therefore imperative that individuals take care, exercise caution when on school premises and follow instructions to avoid the risk of injury. Any concerns about traffic safety should be reported to the Headteacher or Caretaker (visitors can report concerns to the main office staff).

Effective traffic management on a school site comprises a combination of:

- 'Physical measures' that can be put into place to segregate pedestrians from vehicular traffic.
- An effective supervisory regime to ensure the requirements, as set out in the school traffic management plan and risk assessment, is strictly adhered to.

2. The following instructions are issued to assist the school in obtaining a safe interface between pupils (and others) and vehicles on site:

- Staff cars are only to be parked in specific designated areas as set out in the school Traffic Management Risk Assessment and extreme caution is to be used by staff during access/exit to/from site.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto school premises and should only enter during planned times.
- The term /visitor' does not include parents transporting children to and from school and parents will be made aware of the school's policy and arrangements relating to transport on site.
- If a vehicle has to be driven down the driveway it should only be done whilst pupils are inside the school building. If this is not possible, in exceptional circumstances only, vehicles should be driven slowly and preferable a person (banksman) on foot should proceed the vehicle and warn pupils etc. to clear the area.
- Pupils will not be asked to collect or put things into staff cars, or to cross the school carpark unless they are accompanied by the member of staff.
- All vehicles are parked at the owners' risk – the school accepts no responsibility for damage or loss.
- Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the Headteacher. Before giving permission, the Headteacher will perform a risk assessment to ensure that there is no danger to others using the site. It is important that time is given in advance to plan such arrangements.



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- Staff must be reminded regularly that the safety of pupils and pedestrians is of paramount importance and no vehicles should be removed from the designated parking spaces until all pupils/pedestrians have left the site.
- Movement of parents' vehicles on site, where permitted, is subjected to the same rules as set out above and will only be allowed onto school premises when absolutely necessary.
- Cyclists should dismount before entering the school premises. Electric bikes and scooters are not permitted on the site.
- Vehicles must not exceed the 5mph site speed limit when on school premises.
- Appropriate signage should be strategically sited to inform vehicle users of any speed restrictions or prohibitions.

3. Times of Entry

Specific times should be designated for the entry and parking of staff cars which should be before the normal morning arrival time for pupils. Any staff cars arriving after this designated time will have to park on the surrounding streets, until all pupils are inside the school buildings for the start of the school day. Only then may they bring their vehicles onto the school site and park in one of the designated staff parking zones.

There should be a designated time for leaving the school site in a vehicle and this should be set at a minimum of ten minutes following the end of the school day.

Vehicle access – staff and STF access ONLY:

- Main entrance – no vehicles to enter from 8.30am until 9am.
- Between 9am and 9.20am – STF parents allowed access on to the school grounds
- Between 2.45pm and 2.55pm – STF parents allowed access on to the school grounds
- From 2.55pm – 3.25pm – no vehicles to enter or exit the grounds.

Other Vehicles / Contractors / Delivery Vehicles

All know deliveries or contractor vehicles arriving on site, should be arranged with the Office in advance. Movement of vehicles on site will only be allowed during the following times:

- Before 8.30am
- Between 9am – 2.55pm
- After 3.25pm

All delivery vehicles should only be permitted onto the school site at times when pupils are not arriving / leaving premises.

Any breaches of the policy and arrangements by drivers of delivery or contractors' vehicles should be reported immediately to the Office.

All appropriate Governors, contractors, etc., should be made aware of the times of permitted entry onto the school site and should be made aware of the school transport on site safety policy and arrangements.

No movement of vehicles on site should be allowed outside of designated times unless they are emergency service attending an emergency, any other vehicle being used for emergency transport, or with the prior permission of the Headteacher.



4. School owned vehicles

The school has designated parking bays for the 2 school minibuses. No staff or visitor is to park in these spaces, as they have been identified as safe spaces to mount/dismount the vehicles. Only qualified drivers who have a D1 and / or a MIDAS qualification are permitted to drive the school minibuses. Staff must ensure they have provided their driving license and insurance details to the Office Manager prior to taking a school minibus.

- Keys for the school minibuses are obtained from the Office Manager
- A visual inspection of the vehicle must be undertaken prior to and after use.
- Occupancy capacities must not be exceeded
- Vehicle must be booked in advance to ensure appropriate levels of fuel etc. are already in place.
- Pupils must be collected from and returned to the designated parking spaces for these vehicles.

5. Outside school grounds

Due to the parking restrictions on site, we are aware that street parking is often necessary for pick-up and drop-off, as the school car park is reserved for authorised vehicles and staff only. Visitors, parents/carers, and any other persons visiting the school are reminded that parking indiscriminately such as mounting pavements, double parking, stopping on yellow lines or markings, obstructing driveways or access points, or parking on property belonging to other local residents can create danger and/or congestion, potentially leading to frustration and delays.

We ask that everyone visiting the school acts responsibly to ensure the safety of pupils and staff, local residents, and other road users.

6. Aggression, intimidation, or confrontational behaviour towards staff, including challenges regarding access to the school car park, will not be tolerated under any circumstances. The school car park is strictly for authorised vehicles and staff only. Any visitor requiring access must provide advance notice so that a full risk assessment can be completed before a consideration for access can be made. All members of the school community, including parents, carers, and visitors, are expected to act respectfully and responsibly to ensure the safety and well-being of pupils, staff, themselves and other road users.

Date January 2026

Headteacher: Anna Edwards

Signature:

Chair of Governors: Donna Saunders

Signature:

Review date: January 2028



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