



## Site Access Policy

Date of review: November 2023

Next review due: November 2024

## Rationale

Keeping children safe is a key priority for our school and for Horns Drove Preschool, who share our site. Due to the lack of parking spaces and the large number of children who enter and leave the site each day, it is essential that we restrict and regulate access to the school site.

Those who are eligible for an 'access pass' must abide by this policy. These regulations are designed to maintain the safety of our children and enhance the quality of life at our schools. This document sets out our Policy.

## Access to the School site

The schools' site is **private property**. Therefore, no vehicle has an automatic right to enter the school site at any time, unless the driver has permission to enter the site, as set out in the policy below.

Our goal is to keep children and adults safe on our school site through reducing the amount of traffic on-site, particularly during the start and end of the school day.

### Who is authorised to access the school site:

- Staff and service providers.
- Temporary access to the site may be issued for a limited period (see below).
- All other drivers must park and stride.

Note: Access to the school site may, on rare occasions, be restricted to all pass holders, for example, when the car park is totally full or when a situation/ event occurs on site that places visitors/ children in danger.

Those who are authorised to use the car park will be granted an Access Pass which must be displayed in their windshield.

## Blue Badge Holders

Unfortunately, due to the limited car parking on site we are unable to offer blue badge holders an automatic right of access to the school's car park. Our first priority is the health and safety of the children and parents and we do not have the capacity to offer this without creating unnecessary hazards.

**We will consider the reasonable adjustments we can make for families with exceptional circumstances on a case-by-case basis.**

Blue Badge Holders may park on yellow lines for up to three hours outside of the school gates as explained in [The Blue Badge scheme: rights and responsibilities in England \(easy read version\)](#).

The *no movement* rule set out below will remain in place at all times and all visitors will be required to call through to the office via the intercom system for vehicular access.

## Temporary permission to access the site

In special circumstances, the school will allow temporary access (for example, where a child has sustained an injury that restricts them walking), but only when permission has been agreed, in advance, by the Headteacher. Once registered, the parent must buzz the school at the entrance and give their registration number. If registered, access to the site will be granted.

The no movement rule set out below will remain in place at all times and all visitors will be required to call through to the office via the intercom system for vehicular access.

Temporary passes are for a limited period only. This will allow the parent to seek alternative means to drop-off and collect children. Our school is unable to grant access to the site on a long-term basis.

## Restricted access times - 'no movement'

- To minimise the movement of cars on site, staff, visitors and parents with permission to access the site must not drive their vehicle during the following times:
  - 8:30am to 8.55am
  - 3:00pm to 3:25pm
- Drivers who arrive at the barrier during these times will be refused access.

## Responsible driving

When vehicles (staff and visitors) are on the school site, drivers must:

- drive with caution and adhere to our 'safe and slow' speed limit, at all times.
- respect the rights of pedestrians at the crossing points
- park safely, within marked bays and must not obstruct other vehicles

Drivers **MUST NOT** use the school entrance to drop-off their children or use it to perform a U-turn. All gate access points must be kept clear to allow for EMERGENCY ACCESS at all times. This is also a busy crossing and must be kept completely free of risk.

## Responsible Parking

All vehicles must be parked responsibly in a marked bay. The rights of other drivers and pedestrians must be considered at all times. Drivers must avoid restricting access to the site and/ or other vehicles.

## Collecting children from before and after-school clubs

The school car park vehicular access will remain locked all day therefore parents and carers dropping-off or collecting children from before and after-school clubs must park and stride. Pedestrian access for this purpose will vary depending on the club. Please ask the club leader or school office for further details.

## Revoking a driver's Access Pass

The School reserves the right to revoke access to the school site for drivers who do not adhere to our policy, demonstrate irresponsible driving\* or who demonstrate other antisocial behaviours. Access may be revoked within 24 hours of an event, regardless of whether they are a pass holder of any kind, including visitors to one of our Schools. A driver will no longer be able to access the site once the Pass has been withdrawn.

*\* Irresponsible driving is defined as examples of excessive speed, reckless driving, driving the wrong direction around the oneway system and causing an obvious obstruction through parking or waiting. This definition is not exhaustive and any incident where safety is compromised by a driver's behaviour will be considered irresponsible.*

## Pedestrian Access

Pedestrian access to the school will be possible from when the gates open at **8.30am** until they are locked at **9.00am**. **The school does not accept responsibility for your children before 8.30am.** Parents/carers, and children who walk themselves to school, must not access the school before this time.

Each classroom door/entrance will be opened by a member of staff at 8.35am. The playground will be supervised by school staff from **8.30am until 8.45am** when the classroom doors are closed.

The school has four entrances/ exits points:

- Bakers Drove (main school entrance)
- Nutshalling Avenue
- Horns Drove gate (requires a walk across the school field)
- Bakers Drove (next to the bottle bank) for Breakfast Club and Horns Drove Preschool users at specific times in the day. This gate will be locked at all other times, including during the morning drop-off and afternoon collection.

The school requires parents and carers to provide permission via Arbor if you would like your children to walk home without their parent or carer. You can read the school's [Safe Collection Policy](#) here.

### End of the school day

Pedestrian access to the school at the end of the day will **end at 3.35pm** when the gates are locked. The school does not provide supervision for children at the end of the day. Parents/carers and children are expected to vacate the site as soon as the school day finishes.

### Pedestrian access to Breakfast Club / Horns Drove Breakfast Club

The Bakers Drove pedestrian access gate (next to the bottle bank) will be open from 7.45am until 8.15am for Breakfast Club users only. Anyone arriving after this time will need to access the school via the main pedestrian gate and use the intercom system to notify a member of the office team.

This 'bottle bank' pedestrian gate will also remain open for a period in the evening for collection of children from Horns Drove Preschool.

## Exceptions

Access to the site without an Access Pass may be granted in exceptional circumstances, for example, when a parent has been asked by the school to collect a sick child from the school. However, parents

who have appointments or meetings with school staff during the day must park off site and walk into school.