



## TRAFFIC MANAGEMENT PLAN

**Author**

Kerry James

**Version**

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**Last Updated**

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**Adopted by School**

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**Next Review**

October 2025

## TRAFFIC MANAGEMENT PLAN

### 1. INTRODUCTION

This document has been prepared to inform employees, pupils, parents and carers, and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management.

Christ Church C of E Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, they should be reported to the leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and pupils in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, pupils, parents and carers, on our school website at [www.christchurchprimaryschool.org/](http://www.christchurchprimaryschool.org/)

The document will be reviewed annually and awareness raised regularly through parental events, assemblies and school meetings.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact Christ Church C of E Primary School, tel.: 01934 620738 or via email: [office@christchurchprimaryschool.org](mailto:office@christchurchprimaryschool.org).

## 2. SCHOOL LAYOUT / ACCESS



## 3. TIMES OF THE DAY

Year Group	School Starts	Break	Lunch	PM Session Ends
Reception	08:35	10:15-10:30	12:00-1:00	3:10
Year 1	08:35	10:15-10:30	12:00-1:00	3:10
Year 2	08:35	10:15-10:30	12:00-1:00	3:10
Year 3	08:35	10:30-10:45	12:15-1:15	3:10
Year 4	08:35	10:30-10:45	12:15-1:15	3:10
Year 5	08:35	10:30-10:45	12:15-1:15	3:10
Year 6	08:35	10:30-10:45	12:15-1:15	3:10

## 4. PEDESTRIANS

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow others 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 (i.e. staff car park entrance) that will be in use during peak times and should exercise caution.

Pedestrians should follow the local footpaths and enter the school site using the main gate.

## 5. PUPILS

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

- Pupils and staff should be particularly aware that members of the public may try to enter school premises via the main gate. This can be dangerous and pupils and staff are encouraged to remain vigilant and keep the gates closed wherever possible.
- When entering the school grounds pedestrians should walk. Scooters and bicycles should not be ridden on school grounds. This will avoid accidents and will make everyone more aware of what is happening around us.
- Anyone arriving at school by bicycle or scooter must enter the grounds via the pedestrian gate. Cycles and scooters should be left in the front of the KS2 playground.

Drop off

For learners who attend breakfast club or after school club and who are dropped off or collected by their parents/carers:

- Cars should not park on Christ Church Path South
- All children and parents/carers should enter the school via the rear fire exit door of the gym.

## 6. STAFF

The premises does not have any staff parking allocated. Staff are expected to park responsibly with courtesy for the residents of the area. There should be no cars parked in Christ Church Path South to allow entrance and exit at all times and to avoid any restriction for emergency vehicles.

## 7. VISITORS

We ask that visitors park responsibly with courtesy to the local residents. Access into the school is only permitted from the main reception. All visitors must report to reception and sign in before

going anywhere in the school. The office staff will share safeguarding and fire procedures with all visitors. 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 contact the school office, Tel.: 01934 620738 or [office@christchurchprimaryschool.org](mailto:office@christchurchprimaryschool.org).

## 8. SERVICE VEHICLES / DELIVERIES

Drivers of service vehicles should report to reception 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 in at the time.

## 9. COACHES

Access for coaches is very difficult due to the narrow road and no turning capacity. Therefore, when the school books a coach we arrange to meet them on Baker Street.

The coach should be at a complete stop before allowing learners to get on or off the bus.

## 10. DISABLED ACCESS

Pedestrian access is via the main entrance. Parking arrangements will be made to ensure suitable access.

If visitors, staff or learners require information on access, they should contact the school the school office, Tel.: 01934 620738 or via email: [office@christchurchprimaryschool.org](mailto:office@christchurchprimaryschool.org)

## 11. OUTSIDE THE SCHOOL GROUNDS

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines or zig zags, obstructing access points and parking near junctions causes danger to pupils, staff, parents and carers, 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.

Please act responsibly by parking as far away from the school as possible to keep the everyone at Christ Church C of E Primary School, local residents and other road users safe. Emergency Services need to be able to access the school and surrounding houses at all times.

## 12. MANAGEMENT

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 not to compromise the health and safety of themselves or others.

### Supervision

There is daily supervision at the end of the school day by senior leaders, class teachers and/or support staff around the playground as the children are being dismissed.

Monitoring of compliance against this plan

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

Where issues arise with vehicular access these will be dealt with or escalated by the responsible member of the Senior Management Team. The Senior Management Team will be responsible for addressing the conduct of all where this is not consistent with the requirements of this plan.

Non-Compliance

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible disciplinary action and reports going to the Headteacher and the Board of Governors, which may result in investigative action.

***Review Date: October 2025***

PURLEY OAKS PRIMARY SCHOOL

**Appendix A: Traffic Management Risk Assessment**

<b>School:</b> Christ Church C of E Primary School		<b>Date risk assessment completed:</b> 13.10.2023				
<b>Activity/activities:</b> Access to the school during the school day		<b>Risk Assessment completed by:</b> Kerry James – Head Teacher Jo Baxter - Administrator Tom O’ Brien – Site Caretaker				
Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done by (date)	Date Actioned
		Already in place	Additional measures required			
Changes in level or poor conditions of walkways/roads on site causing slips trips or falls	Staff Pupils Visitors Contractors Public	<ul style="list-style-type: none"> <li>Changes of level indicated where necessary</li> <li>Surface well-constructed and maintained on a regular basis</li> <li>Maintained external lighting</li> <li>Main traffic areas/routes gritted when frosty and snow cleared</li> </ul>	Add yellow safety strips to the edge of steps from reception classes, rear doors by middle staircase, playground doors by lower staircase, fire exit doors in hall.	Premises Manager		

Struck by vehicle – off-site	Staff Pupils Visitors Contractors Public	<input type="checkbox"/> Parking in staff parking area restricted to staff <input type="checkbox"/> Parents asked to park sensibly and with respect in the vicinity of the school with regular reminders in school newsletters and on School Ping				
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