



St James' C of E Junior School - Site Traffic Management Plan

January 2025

(Next review date: January 2026)



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Adopted by St James' Junior School on 16th October 2023 (Reviewed Jan 2025)

1. Introduction

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

We take 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's management team without delay.

Although the issue of congestion and parking on the highway is not something that can be easily addressed by the school (see Section 9) we will try to influence the behaviours of our school community through reminders/newsletters, work with local community groups and participation in road safety programmes. We can only act if traffic is causing a danger/obstruction to the school site, but we will report any safety concerns to the Area Highways Team/Police as required.

We will carry out relevant risk assessments and have suitable procedures in place to support site safety and security – such as vehicle and pedestrian separation, contractor site safety instructions etc.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute our site rules in relation to traffic management. Pupils/staff in breach of the site rules may be subject to disciplinary action.

Copies of this document will be communicated to staff, pupils, parents and carers. Copies are also available from reception and on the school website: www.stjamesjun.cumbria.sch.uk

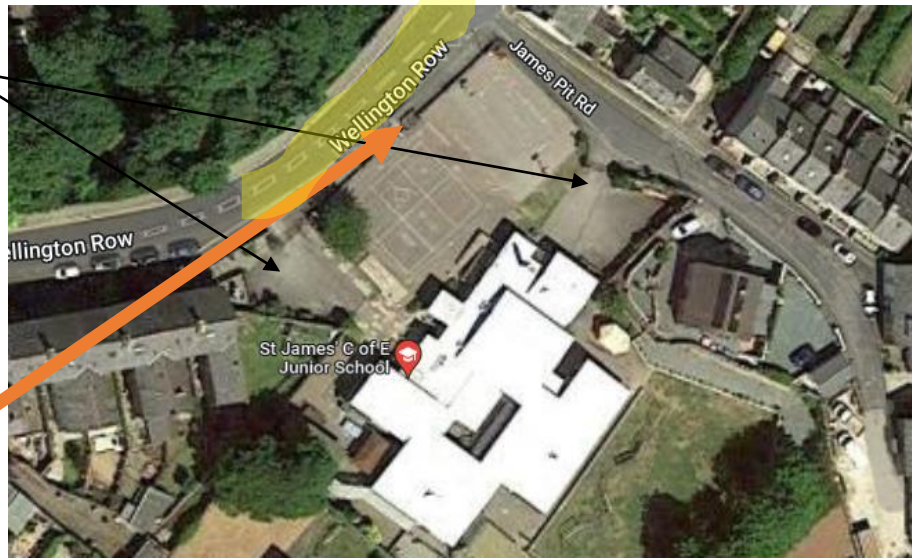
The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact: Andrew Beattie, Headteacher or Hannah Maiden, School Business Manager

2. School Layout/Access

Staff/Visitor
car parking

Children's
Pedestrian
Entrance –
Yellow zone
must be kept
clear of
vehicles



3. Pedestrians

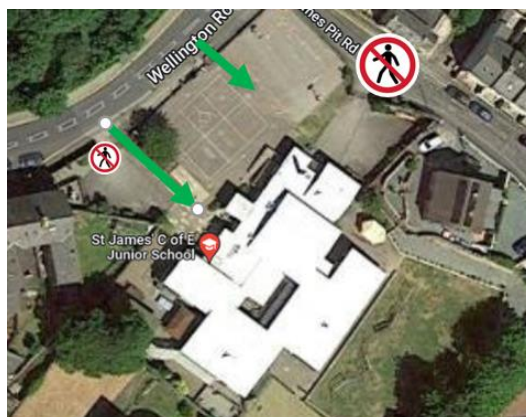
Designated entry points

Pedestrians should enter and exit the site either through the main children's entrance to the playground (if this is open) or the pedestrian gate opposite the main reception. Vehicular access gates should not be used by pedestrians. Entry into the school building is through the main entrance.

Regular reminders are made to parents to encourage and remind them to only use the pedestrian entries to site (this is often raised as a concern by school staff when arriving at and leaving the school site), and not to walk across the car parks. Typical wording for this message would be:

School Staff have expressed concerns about child safety when pulling onto and off staff car parks in the morning and afternoons. Parents and children, especially those using EBASC, often 'cut the corner' when coming onto site and walk across the front car park rather than up the path. Child safety is the first priority for us all, and therefore, please can we ask parents and carers to help us reinforce this and encourage children to only use the paths and the pedestrian gates, when coming onto and off site.

This can be accompanied by the following illustration of no access points and pedestrian entrances.



4. 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 pupils should be aware of:

- Pupils should be particularly aware that **entry into the school grounds via vehicular access points (school car parks) is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over walls/railings, 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.
- Pupils must follow the instructions of staff and be aware of the following when accessing and exiting buses/coaches:
 - Buses must be at a complete stop before pupils disembark. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - 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.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance.

Drop-off

There is no designated on-site drop-off for pupils. No vehicle should be accessing the car parks for this purpose, without express permission. Pick-ups and drop-offs are not permitted on zig-zag lines or in designated bus lanes at any time.

[Suitable resources and information](#) are shared with pupils when appropriate about safety when travelling to and from school via visitors in assemblies and link on the newsletter to share the information with pupils.

5. Staff

Car parks within the school grounds are strictly for the use of school staff and visitors. Drivers should proceed slowly (5 mph) within the car parks at all times. Please bear in mind that some young people and some pupils 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 reception or to the School Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their registration number so that they can be contacted if there is a need to do so.

6. Visitors

Visitors are welcome to park in the school grounds. The car parks are often busy, but visitors should only park in available areas. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Access into the school is only permitted via the main entrance. All visitors must report to reception and sign in before going anywhere in the school. 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, they should be asked to call the school reception on 01946 695311.

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 at the following times: 08.30-09.00 hrs, 10.15-10.30 hrs, 12.00-13.30 hrs and 15.15-16.00 hrs when pupils are out of the building, in order to reduce the likelihood of any accidents.

Where a contractor is on site to carry out works by prior arrangement, they should call the school reception in advance to agree the most suitable parking location and time.

8. Disabled Access

Pedestrian access is by the main front entrance. Disabled drivers should park in the car park off James Pitt Road as this will provide better wheelchair access to the building. There is a doorbell by main reception for visitors unable to use the steps.

Parking

There are no disabled bays in the car park but if visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance who will make necessary arrangements.

9. Outwith the School Grounds

The school accepts that parking near the school is not easy. Wellington Row is a main thoroughfare and in constant use during the day. Parents/carers are encouraged not to park near the school and instead walk the remaining distance with pupils if they park further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points.

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 pupils and other road users. Accidents can happen if views are obstructed or pedestrians have to walk 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 pupils, local residents and other road users safe.

10. Management Practices & Monitoring

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All school employees 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.

Gritting plan

The Senior Management Team will arrange for a winter gritting plan to be established. This will ensure that there are suitable stocks of grit/salt, and that arrangements are made for priority routes on site to be gritted during inclement weather. This will be communicated, together with any entrances/routes not to be used, e.g. those that cannot be effectively gritted or made safe.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team will carry out regular monitoring inspections to view traffic management practices. The Headteacher will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Support from the Governing Body and other outside agencies will be sought as an when required to help ensure safe traffic management practices - **see Appendix A**

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be escalated to the Management Team so that appropriate action can be taken.

On days where there is no monitoring carried out and there is an instance of non-compliance, incidents should be escalated immediately to the Senior Management Team who will take appropriate action.

Incident reporting

Please note that all accidents/incidents involving adults and significant pupil incidents which occur on school sites and as part of school activities off-site are reportable to Cumberland Council and may result in investigative action over and above that of the school, e.g. by the Health and Safety Executive or Cumberland Council.

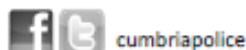
Appendix A

Copeland Neighbourhood Policing Team
Whitehaven Police Station

My Reference
Your Reference

www.cumbria.police.uk

Chief Constable
Chief Constable Michelle Skeer
Police Headquarters
Carleton Hall
Penrith, Cumbria
CA10 2AU



POLICE MESSAGE

Parking problems at drop-off and pick-up times

Dear Parent/Carer,

Concerns have been raised about parking around the school at peak times. Examples of poor parking have included blocked pavements, obstructed driveways, parking over dropped curbs, on zig-zag road markings and other access points. This seriously increases the risk of harm to children trying to safely cross the road, as well as causing access problems for local residents.

To help minimise the risk to children and ease the disruption to residents by those that park in this way, police will be conducting an operation to educate motorists on parking laws and if necessary prosecute those who park illegally.

Drivers, who have not done so to date, are asked to park legally and considerately, away from the school entrances, residents' driveways and only park against full kerbs.

Please do not park or pull over to drop children off in front school entrances, driveways, zig-zag road markings and dropped kerbs. Please also avoid parking in front of the pedestrian entrance to the school site. Failure to do so could result in a prosecution leading to a FINE or even PENALTY POINTS being issued for certain offences.

Please see the advice accompanying this letter for details of road signs and markings which show where you shouldn't park.

What can you do to help?

There are a number of ways you can help resolve this community matter:

- Those living nearby can avoid the cost and inconvenience to themselves and others bywalking children to and from school.
- Parents can consider lift sharing with friends and/or neighbours.
- Using the parking spaces on nearby roads which are often unused, would relieve pressure on areas closer to school entrance points.
- Allow yourself more time to find safe considerate parking.

Your help and efforts to resolve this issue is appreciated by the police and the school management. I would be happy to discuss any issues or concerns you have with these issues, either at the school, or by making contact with your local policing team.

Kind regards

David Macdonald – Sergeant 154