



Lady Lumley's School

Traffic Management Plan v1

Staff Member with responsibility for Traffic Management
Plan: Vanessa Smallwood, Business Manager

Issue Date: 1st September 2024

Review Date: Annually

Contents	Page
Introduction	3
School Layout / Access (example – school plan)	4
Areas to consider when completing a School Traffic Management Plan:	
Environment	5
Pedestrians	5
Students	5
Staff	5
Visitors	6
Servicing / Deliveries	6
Vehicles & School Buses/Taxi Services	6
Disabled Access	7
Management Practices/Guidelines	7
Supervision	7
Monitoring of compliance against this plan	8
Non-compliance	8

Introduction

This document has been prepared to inform and instruct staff, 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.

Lady Lumley's School takes the health and safety of all site users 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 reception. The reception team is to then liaise with the Business Manager who has responsibility for traffic management.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

This report is made available on the school website.

The document will be reviewed annually, and awareness will be raised regularly through appropriate communications such as parental events, student assemblies, school meetings and when contractors working on site.

For further information, please contact:

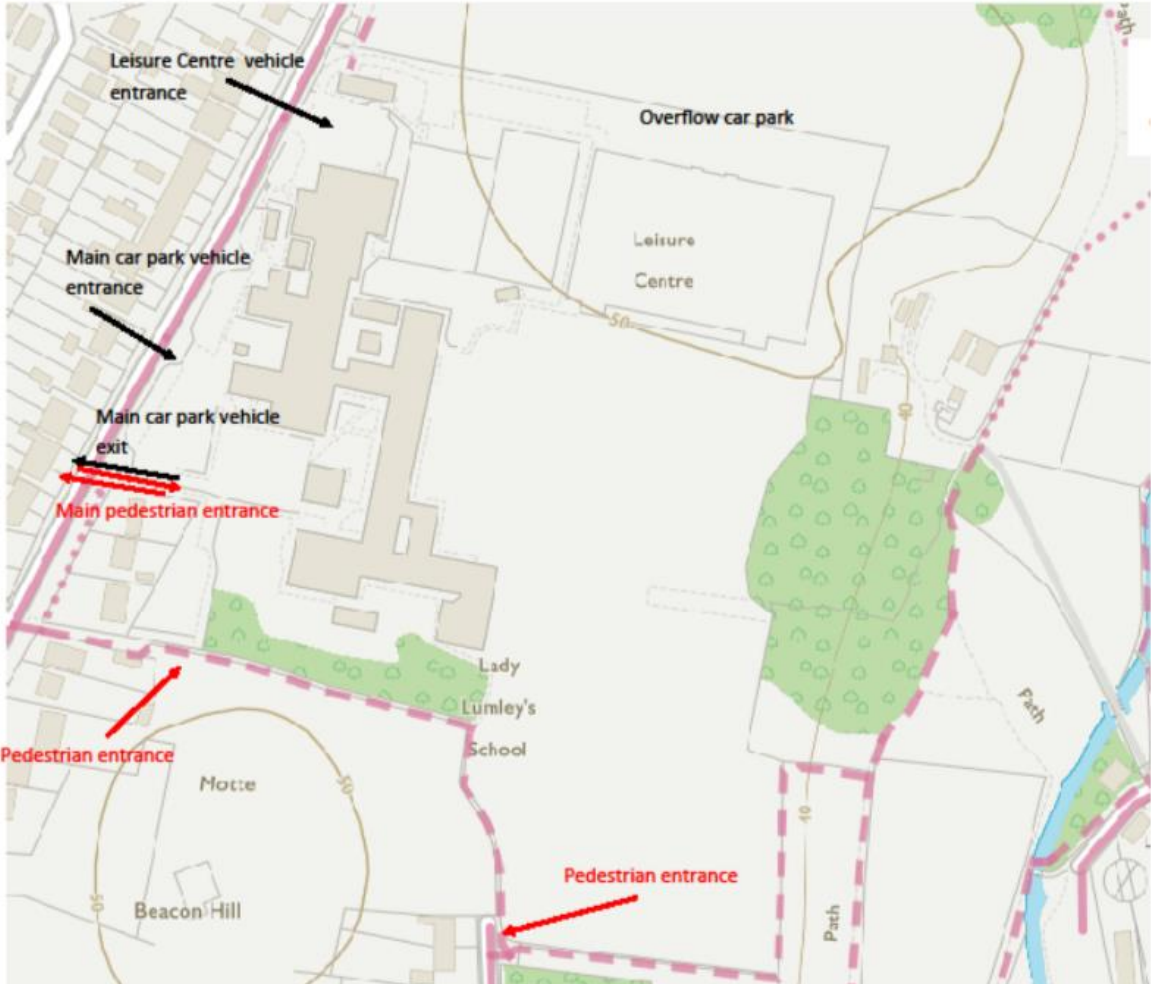
Staff member with responsibility for Traffic Management Plan:

Vanessa Smallwood, Business Manager.

Contact Number: 01751 472846

Contact Email: v.smallwood@coastandvale.academy

Lady Lumley's School Layout / Access



Environment

Lady Lumley's School is situated on the outskirts of Pickering. The Town has easy access from Helmsley and Scarborough via the A169 and from Malton and Whitby via the A170. Students attending the school travel frequently along these routes.

Pedestrians

Pedestrians should enter the site using access routes at either the front of the school or leading from Beacon Park.

Students

It is very important that students set a good example to others, particularly in the spirit of being a safe school.

Students should be particularly aware that entry into the school ground via vehicular access points is strictly forbidden.

There are no designated parking spaces for Sixth Form Student vehicles in the main car park. Sixth Form students should park in the Leisure Centre car park and avoid parking on Swainsea Lane as this causes unnecessary congestion.

Any Student over the age of 16 wishing to ride a moped or motor bike to school must also park in the Leisure Centre car park and must seek approval from school via the Business Manager.

When using the footpaths all students must walk. This will reduce the risk of accidents and will make you more aware of what is happening around you.

Students cycling to school must enter the grounds via any of the pedestrian entrances. Cyclists MUST dismount their cycles at the pedestrian entry gate and walk their cycles in the cycle compound. They should exit the school via this same route. We actively encourage students to cycle to school as it is good for their health but they must keep themselves safe when doing so by complying with all traffic laws, being aware of other road users, using bicycle lights front and rear as needed and wearing a cycle helmet.

Staff

We have 3 areas for staff parking.

Along the hedge in the main bus park

In the lower leisure centre car park

In the upper leisure centre car park

Staff must not leave their vehicle in the bus bays or where there is designated signage at any time.

Staff parking along the hedge in the main car park must not enter or exit this area between the hours of 8.25am to 8.45am and 3.00pm to 3.20pm

Staff should supply the school with your registration number so that you can be contacted if there is a need to do so.

Visitors

Visitors are welcome to park in the school grounds if there are sufficient spaces. There are no designated visitor parking areas so visitors should park in the same areas as staff. The car parks are often busy and visitors should only use a proper parking bay and must not park in any other areas such as footpaths or grassed areas. This will allow unrestricted movement of other vehicles during the school day or at peak times.

Visitors parking along the hedge in the main car park must not enter or exit this area between the hours of 8.20am to 8.50am and 3.00pm to 3.25pm

Access into the school is only permitted from the main reception entrance. Visitors are required to sign in using the electronic signing in system. On departure, visitors should sign out at main reception and leave the building by the main entrance door. This is required for safeguarding purposes by all visitors and contractors.

Visitors should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction.

If visitors need any advice on access or parking before their visit, please call the school reception on 01751 472846.

Servicing / Deliveries

The school actively discourages deliveries between 08.00-09.00hrs and 14.30 to 15.30 when students are out of the building to reduce the likelihood of any accidents.

Access to site must be from the vehicle entrance of the main school car park

Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction and park appropriately. Delivery vehicles must not enter the front playground at anytime during the school day and only outside of school hours by prior arrangement with the site staff.

Vehicles & School Buses/Taxi Services/Parents/Carers

Designated school buses/mini buses must enter via the main vehicle gate in to the main school bus park. Buses must park in the designated bus bays under the direction of Lady Lumley's duty staff. Buses should arrive in a timely manner to collect students at the end of the school day and must not leave the premises until advised by the duty team it is safe to do so.

Parents/Carers are encouraged not to park at the school and allow their children to walk the remaining distance if they drop them off further away.

If you must bring your child to school by car, you are not permitted to use the main car park or designated school bus parking zone.

In the interest of your child's safety, we must ensure that he/she is not put at unnecessary risk by being dropped off in, or collected from an area in which school buses are manoeuvring. Similarly, the risk to other students who congregate in the main car park area posed by moving vehicles must be minimised.

You should drop your child off and collect him/her from the Leisure Centre Car Park where there is a safe turning circle. The school is directly accessible from the Leisure Centre or your child can use the path to the main school.

If you must park on Swainsea Lane please do not block the school entrance/exit for buses and please be mindful of residents' access to their driveways and properties.

If you can drop your child off away from the school safety would be much improved.

Taxi Drivers should collect passengers from allocated areas at the main car park and the Leisure Centre car park unless directed otherwise. Drivers must always proceed slowly within the car parks and obey the 5 mile per hour speed restriction. They are expected to act responsibly on the site when parking.

ALL Drivers should always proceed slowly within the car parks and obey the 5 mile per hour speed restriction. 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.

ALL Drivers are expected to act responsibly on the site when parking and accessing the school building.

Disabled Parking:

There is 1 disabled bay in the main school car park, positioned near the exit gate.

This space is clearly marked out on with signage. Access to the disabled parking bays is by following the same safety rules as indicated in this document.

If visitors, staff or students require information on access or any other considerations, they should contact the school reception in the first instance on 01751 472846.

Management Practices/Guidelines

Key to the ongoing monitoring of the plan is the role of the school Business Manager. 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 Duty Team should arrange for daily supervision around the bus park and the pedestrian areas at the end of each school day. High visibility waistcoats should be worn when carrying out this duty.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Business Manager should carry out regular site inspections to view practices.

Non-compliance

If there are concerns or incidents that constitute non-compliance these should be reported to the Business Manager or Headteacher and appropriate action will be taken.

Any incident/non-compliance reported that relate to Local Authority (L.A) contracted services should be reported to the L.A for joint investigation. The L.A will then be responsible for undertaking any subsequent contractual action against the Operator as appropriate.