Hampton Lakes Primary School

Parking Management Plan

July 2024

1. Introduction

This document has been prepared to inform and instruct staff, pupils, parents/carers, contractors and visitors (both drivers and pedestrians) who come onto the site of Hampton Lakes Primary School, about the site rules. This document supports the school Travel Plan, and should be read in conjunction with this.

Hampton Lakes Primary School takes the health and safety of everyone on site very seriously. It is therefore imperative that all individuals take care and exercise caution when on school grounds, particularly in the car park and entrance areas, and follows these instructions to avoid risk of injury.

The safe arrival and dispersal of children is a matter of great importance to us all and children should be encouraged by staff and parents/carers to act safely by following the advice and example provided by the adults on site.

For the safety, health and welfare of our children, we actively encourage walking and cycling to school where possible.

2. Pedestrians

"It's Cool to Walk to School" will be the actively promoted strap line to parents by staff at Hampton Lakes and as detailed in the Travel Plan, we will actively promote walking, biking and scooting to school. There are three bike sheds and scooter stores located at various point on the school grounds and children and staff will be encouraged to use them.

There are pavements leading to the main school building and three separate paths leading from the pavement for pedestrians to be able to safely access the school. Parents/carers should drop-off and collect children from the designated zones outside Nursery/Reception or on the main playground. Pedestrians should safely congregate on the pavements within the school surrounding the drop-off zone. There will be a high staff presence both at the beginning and the end of the school day, and the school site officer will be available to assist parents and children at this time. Staff who use this area at these times will model safe and appropriate highway code measures.

There is a path and a zebra-crossing in the drop-off zone to allow for the people to safely access the school site, and as part of the school PSHE programme, and as detailed under "Curriculum" in the Travel Plan, children will be taught about Road Safety, they will make use of the Junior Travel Ambassador documentation to support this.

The drop-off zone is also the access to the main staff car park and delivery bay and all pedestrians should take care when using the zebra crossing in the drop-off zone and also when crossing the entrance to the drop-off zone from Waterhouse Way.

3. Car Parks

There are two car parks on site; one for staff and the other for visitors and for use by parents as the drop off zone during the drop off/pick up times. The drop off zone is manned by the School Site Officer and/or the Travel Plan coordinator both before and after school, when the area is busy with children.

4. Car Park Entry Barrier

There is an entry barrier system on the main vehicular entrance to the site. The barrier is lifted on entry by either the use of access control card (issued to staff) or by telecom to the main reception who can lift the barrier. During drop-off and collection periods, the barrier will be raised to allow access for parents/carers to park.

5. Staff Car Park

The car park at the end of the site, which is accessed through the drop-off zone, is the staff car park. Parking in the staff car park is reserved for staff members and authorised visitors/contractors only. There are drop-down bollards installed at the entrance to the car park which will be raised if required, at drop-off and collection periods to stop parents/carers from parking in the staff car park.

As documented in our Travel Plan, we are a school that promotes healthy life styles and positive mental health, and as such staff are also encouraged to walk and/or cycle to school, and are able to securely park their bikes within the school grounds.

6. Visitors Car Park

Visitors to the school site should park in the drop-off zone parking area. If visitors are due to arrive at the drop-off or collection time, or will be in school all day, they may be invited to park in the staff car park.

Access into school is only permitted through the main reception. All visitors and contractors must sign in at reception and will be provided with an identification badge. On departure visitors must sign out at reception and return their badge.

7. Disabled Parking

There are three disabled parking spaces on site. Parking in these spaces is reserved for holders of a Blue Badge only.

8. Drop-off Zone

The drop-off zone is available for parents/carers to use to drop-off and collect their children at the beginning and the end of the day. The barrier to access the drop-off zone shall be open in the morning and 15 minutes before the end of the school day.

The school very much encourages alternative methods of travelling to school including walking and cycling. Where parents/carers must use a car to collect or drop-off their child(ren) the drop-off zone should be used.

If you wish to use this zone:

- Ensure your child(ren) are ready and can leave the vehicle quickly, undoing their seatbelts when the car is stationary.
- Ensure your child(ren) exit the vehicle and access the pavement around the drop-off zone immediately.
- Only drop off children within this zone once the school gates are opened and a teacher is present to ensure the safe entry into the playground.
- Younger children should be escorted from the drop-off zone to their designated entrance.
- Children and/or accompanied children must enter the school by the designated pedestrian footpath and should not cross the car drop-off zone unless via the zebra crossing if they are parked in the central parking zone
- Do not use the staff car park as a drop off zone

9. Parking Outside School Grounds

It is important that the school is a good neighbour to local residents, and will actively encourage the motto “It’s cool to walk to school”. Parents/carers are encouraged to act responsibly by not obstructing access points to streets, garages and driveways. Cars should not park near junctions or to obstruct the access of emergency vehicles. Parents/carers should park considerately and responsibly and not in a way which could endanger pupils and other pedestrians and road users. Parents should not park where double yellow lines are marked on the highway, and when Waterhouse Way is adopted we will reiterate the messages of “no parking” as demarcated by yellow zig-zag lines.

The school will work in collaboration with Peterborough City Council to monitor the flow of the traffic on Waterhouse Way, and as detailed in the Travel Plan (section 4) will carry out travel surveys to monitor travel patterns.

10. Deliveries to Site

Wherever possible deliveries for the school will be arranged avoiding the start and end of the day.

Deliveries should be made in the drop-off zone and not on Waterhouse Way.

11. Speed Limits on Site

All users are expected to act responsibly on the site and drive with caution and care and within the speed limit of 5mph. The School Site Officer and/or the Parking Management Coordinator will be present both at the start and the end of the day to actively encourage this.

12. Parking Management Plan Co-ordinator

Zoe Trigg, Head of School, is the Parking Management Coordinator. Her contact details are as follows: Email: Ztrigg@hamptonlakesprimary.org.uk.

The PMP Coordinator will take overall responsibility for the day-to-day operation of the Parking Management Plan and implementation of measures. As detailed in the Travel Plan it is essential that the measures detailed in this document are effectively communicated with staff, parents, carers and children.

13. Communication

Information will be positively shared through the use of Social Media, newsletters and letters to parents and carers. Both the Travel Plan and the Parking Management Plan will be published on the School Website.