



Site Traffic Management Plan

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Responsibility	All staff and the governing body
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1. Introduction

This document has been prepared to offer guidance to staff, students, parents/carers and others who come onto the site, including visitors (pedestrians, cyclists and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Holywell School takes 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 senior leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. These instructions constitute site rules for students and visitors. Students and staff in breach of the site rules may be subject to disciplinary action.

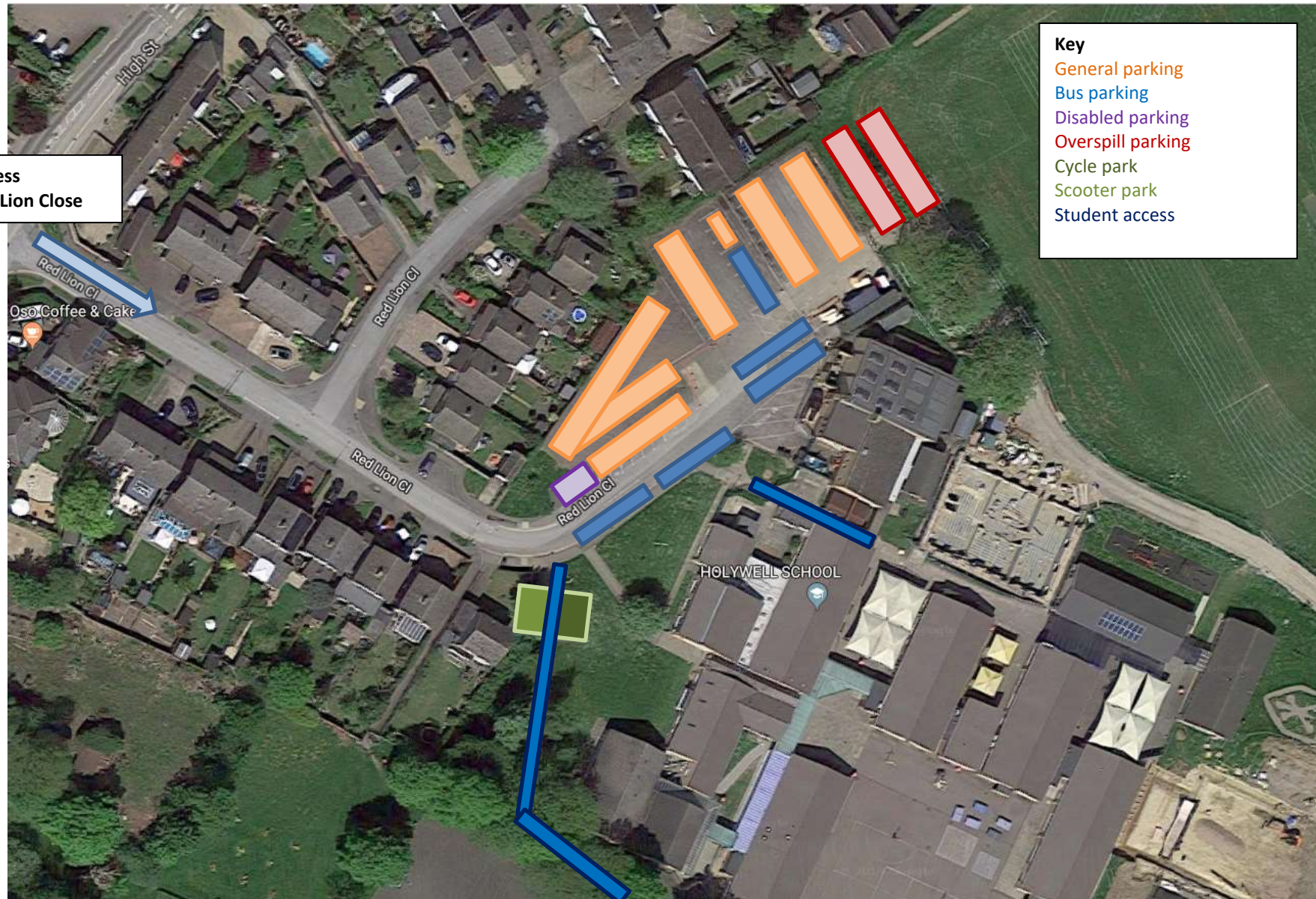
Copies of this document have been given to school staff, students, parents and carers on request. Key points of this document have been circulated to parents, student and staff through assemblies, update letters and staff training information. Copies are also available from reception and on the school website: <https://holywellschool.co.uk/>

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

For further information, please contact:

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2. School Layout / Access – Holywell School



3. Pedestrians

There is a pavement on the right side of Red Lion Close leading up to the school - and pedestrians should make sure that they use this safely and avoid spilling onto the road. There is a pavement half way down on the left of Red Lion Close. Students walking in groups should take this into account and allow other users to pass safely.

Pedestrians need to recognise that Red Lion Close is also the only vehicular access point to the school. It will be in constant use during peak times and therefore pedestrians should exercise caution.

Students found to be climbing over railings or school fences or not following staff instructions in relation to the site, or not observing the guidelines in this plan will be in breach of the site rules and may be subject to disciplinary action.

Students must not walk in the bus bays at any time, unless disembarking or embarking the buses.

Designated Entry Points

Students arriving by foot should then access the site via the path and gate which runs past the bicycle shelter and scooter park and leads to the gated entrance to the school playground.

Parents and visitors should access the school via the Main Entrance.

Pedestrians must not enter the area designated for cars or buses under any circumstances.

During the winter and at night pedestrian areas, cycle store and the front car parks have extensive outside lighting.

4. Cyclists and Scooter users

Holywell School actively encourages students to cycle or scoot to and from the school. However, any student who chooses to do this is expected to have read and to abide by the **Cyclists' and Scooter's Code of Conduct** and the **Cycle Safety Booklet** which are available on the school website (see Transport Policy). A register will be kept by each Year leader of those students who cycle and scoot to and from the school site – and students are required to have a cycle or scooter permit

The school cycle racks at the front of the site are open access so students should padlock their bicycles or scooters during the day to keep students bicycles safe. Holywell School is not responsible for the security of bicycles or scooters.

Cyclists must dismount once they arrive at the school site since they will be sharing a footpath with pedestrians.

School staff who observe students cycling to the site without safety headwear, bright colour coats, and cycle lights should ensure that parents are contacted and informed about their concerns. If a

student continues not to observe safe cycling practices (see Code of Conduct) then parents will be contacted and the student may be banned from bringing their bicycle onto the college site.

Staff cyclists should use storage facilities on the school site. School staff who cycle to and from the school are expected to serve as role models to students and should act accordingly.

5. Students arriving by school transport

A large number of students arrive by school transport. This includes buses and mini buses. Access to the site for school transport students is via the gated access by the Boiler House / Log Cabin / Music Room. Senior staff supervise the arrival and departure of students using school transport at the start of the day and at the end of the day.

Key expectations for bus users are as follows:

- The bus must be at a complete stop before they dis/embark. Drivers cannot see pedestrians who are out of their view. Students must ensure that they are acting responsibly.
- Students must access the site carefully and sensibly, walking under the supervision of duty staff.
- Students must 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 and the journey is comfortable for all.

6. Drop off

Between the hours of 8.15 and 9.00 and from 3.15 – 4.00pm parents are not allowed to drop-off or pick up students from the school site. The car park is closed to the public at these times and only contracted buses, taxis and emergency vehicles will be allowed onto the site.

7. Staff

The car park is situated at the front of the school and staff and visitors are allowed to park in designated spaces. The bays are strictly for the use by visitors, contractors and school staff. **Disabled parking bays are only for disabled staff or visitors.**

Staff and visitors are requested not to park on the grassed areas. 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 to the school's Site Team who will inform/remind the driver of the correct use of the site.

All staff who wish to park on the school site must supply the school with their registration number so that they can be contacted if there is a need to do so e.g. lights left on.

Staff must not leave the site at the end of the day until buses have left the site.

8. Visitors

Visitors are welcome to park in car park at the front of the school. The car park is often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Please note that **disabled parking bays are only for disabled staff or visitors.**

Parking is permitted in the bus bays during the school day if there are no visitors spaces available – but only until 3.00. It is important that all vehicles are removed from the bus bays before the buses arrive for the end of the day. Failure to do so may compromise the safe operation of the contracted buses at the end of the school day. Visitors should NOT park in Red Lion Close. Some alternative on-street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where you could cause an obstruction.

Entry into the school buildings requires pedestrians to follow the footpath in front of the school building - following the signs to the School Reception. **All visitors must report to reception** and sign in and be issued with a visitor's badge before going anywhere in the school. **Visitors are required to leave a note of their registration number with staff.** On departure, visitors must sign out at reception, return their visitor's badge and leave the building by the front entrance door to the reception foyer. If visitors need any advice on access or parking before their visit, please call the school reception on 01234 750 381.

Overspill Parking

Overspill parking is available behind a gated fence and is opened up for use during times of high parental traffic – eg. Parents' evenings. The overspill parking is accessed via the main car park.

9. 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 area that provides access to the kitchen, the site agents' garages and refuse collection is designated for service vehicles only and may be accessed from the front car park (see map for details).

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01234 750 381 in advance to agree the most suitable parking location.

Drivers should be aware that they are working in a school environment and exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

10. Local Authority School Transport

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through either Bedford Borough's or Central Bedfordshire's School Transport provision as part of the terms of their contract.

Buses which enter the site to collect mainstream students will access the site from Red Lion Close.

Bus Bays

The bays in the front car park are strictly for use by contracted buses between **8.15 am – 9.00 am** and again between **3.15 pm and 4.00 pm**. It is essential that this area is not used as a drop - off point or for parking during these times.

Five buses and a number of local taxis use the front car park at peak times.

- At the beginning of the school day the buses arrive over a 30-minute period so they should enter the school grounds and park in the bus bays in front of the school to allow students to exit the bus. The bus must be at a complete stop before allowing students to get on or off the bus.
- At the end of the school day drivers of the all buses who use the bus park should enter the school, reverse into their designated bus bay and switch off their motors to await the arrival of the students.
- All buses should be reversed into their bus bays before the end of the school day.
- If a bus arrives after the school day has finished they will be directed where to park by one of the members of staff on duty – who will oversee the embarkation of the students.
- Only when students are clear of the vicinity of the bus (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Covid-19 amendments

Students are reminded about good conduct around the bus park in section 4 of this plan, however, if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up or communicated to a senior member of the school staff.

TRAVEL TO SCHOOL

- Students are encouraged to walk, cycle or scoot to school.
- There are no facilities for on-site car drop-offs. NB. The site will be closed to all vehicles apart from school transport vehicles at the start and the end of the school day.
- Bedford Borough Council Notes:
 - In line with the guidance issued by the Department for Education and the Department for Transport, social distancing and designated transport for year group bubbles will not apply on our closed school transport services. However, the following mitigations will be in place to help prevent the spread of COVID19 on transport.
 - Students over the age of 11 will be asked to wear face covering unless they fall under on the exemptions stipulated on the government website.

- Students will be asked to clean and / or sanitise their hands before traveling on Transport.
 - Areas of the vehicle will be designated to each year group and students will be required to remain in these groups on Transport.
 - Although pass checks will be carried out on transport to ensure passengers are travelling on the correct vehicles – we ask that all students have their passes out and ready to show the driver to ensure a smoother flow of passengers boarding the vehicle and avoid congestion in the door way.
 - As well as the normal letter for new students, all parents will receive further guidance in the form of a letter and a ‘Parent and carers guide to mainstream transport during COVID19’ (copy attached your reference).
- Central Bedfordshire Council Notes:
 - Pupils continue to be encouraged to walk or cycle to school wherever possible, or to travel in the family car. Parents whose children are entitled to receive transport assistance from us can claim a parental mileage reimbursement for driving their children to and from school - further information can be found here on our website.
 - School transport will still be provided in the usual way for those pupils who cannot make their own way to school. It is our expectation that school transport will operate with the usual vehicles and will follow the normal routes and timetables.
 - The current government guidance is that social distancing requirements will not apply to dedicated school transport, however, it is recommended that as far as possible pupils sit in the same groups each day during the journey to and from school. We therefore advise that pupils fill vehicles to the rear as they board and that they then alight the vehicle in reverse order. There is no requirement for pupils to travel in the bubbles or groups that they are assigned to within school.
 - We are recommending that pupils over the age of 11 should wear a face covering throughout the journey to and from school, unless they are exempt from doing so. However, the guidance is very clear that drivers are not expected to enforce the wearing of face coverings or the implementation of any seating plans that may be agreed.
 - Drivers and passenger assistants are expected to wash their hands at regular intervals and to use hand sanitiser, particularly after helping a passenger to board or alight, or after touching a pupil’s belongings. Hand sanitiser should be available on all vehicles.
 - During the journey, windows and any roof lights should be kept open wherever possible to allow suitable ventilation. Vehicles and frequently touched surfaces will be cleaned at regular intervals throughout the day and enhanced cleaning will be implemented overnight.
 - Drivers and passenger assistants should not work if they or anyone in their household is displaying COVID-19 symptoms. Similarly, pupils should not travel if they or anyone in their household is displaying COVID-19 symptoms.

ARRIVAL

- Herberts’ buses arrive 8.40am. Souls’ buses arrive at 8.45am.
- Students arriving by bus will remain seated on the bus until disembarked by a member of Holywell staff. Students arriving by bus will enter the site by the Music Room entrance.
- Walkers / Cyclists arrive from 8.50am. Walkers / Cyclists to enter the site via the playground entrance.
- All students go straight to their tutor group classrooms – hands to be sanitised on arrival in the classroom.

- Tutors will be in classrooms from 8.45am.

DEPARTURE

- Students will hand-sanitise at the end of the last lesson.
- Students who are walking/cycling home will leave the school site before students who are travelling by bus. NB. There are no facilities for on-site car pick-ups.
- Students on buses will line up on the playground and will be escorted to their buses for embarking.

Minibus and Taxis for mainstream students

These vehicles must use the designated bays in the car park for drop off and pick up.

11. Disabled Access & Parking

There are 2 disabled spaces in the front car park and these are the closest to the buildings. They are clearly marked out on the road surface and with signs.

If visitors, staff or students require information on access or any other considerations, they should contact the school reception in the first instance on 01234 750 381.

12. Outside the School Grounds

The school accepts that parking near the school is not easy. Red Lion Close and The High Street are busy residential roads, used by service buses as well as car traffic into, out of and through the village. It is important that the school is a good neighbour to local residents so parents/carers are encouraged not to park near the school but to park some distance away and allow their children to walk the remaining distance.

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 students 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 to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep the students at Holywell School, local residents and other road users safe. Any traffic violations will be referred to the Police.

13. Management Practices

Key to the ongoing monitoring of the plan is the role of the school's senior leaders and other staff and we recognise that 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 Senior Leadership Team will arrange for daily supervision by a team of staff of the car park and the pedestrian areas at both the beginning and end of each school day. Our site agents will supervise the organization of buses at the end of the school day. They will lock and unlock the gates for student access. Only school buses and designated taxis will be allowed to access the site. High visibility waistcoats will be worn when carrying out this duty. These duty teams have been increased to help with the staggered end and start to the school day.

Monitoring of compliance against this plan

In addition to the supervision arrangements already in place, the Senior Leadership Team will carry out weekly site inspections to view practices. These inspections will be recorded on the '**monthly site monitoring form**' (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the designated member of the school's senior leadership team who has responsibility of the oversight of this plan. The Senior Leadership Team will be responsible addressing the conduct of all students where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non-compliance, this should be escalated immediately to the Senior Management Team who will make a record on the form and take appropriate action.

Any traffic violations will be referred to the Police.

Appendix A

**Traffic Management Plan
Monthly Site Monitoring Form**

Completed by: Senior Leadership Team

Date	Area	Observations	Incidents	Signed by

