

Parking Policy

This policy identifies the locations for parking and who is entitled to use them.

Purpose

The purpose of this policy is to improve the safety for staff, pupils and other visitors to Heyford Park Free School by defining the rules on parking and limiting vehicular access to site, especially during peak times such as “drop-off and pick-up.”

Roles and Responsibilities

The Principal and Site Manager will:

- Define the Parking Policy
- Implement the Parking Policy

Parents will:

- Park in the designated areas
- Treat school staff with respect

Students will:

- Encourage their parents to adhere to this policy
- Take care walking through or close to the carpark

Governing Body will:

- Support this policy
- Offer support and guidance in implementing this policy
- Review any complaints from parents when the school has not resolved

Parking Areas

Officer's Mess

The only persons entitled to park or access the grounds of the Officers Mess (main site) are:

- Teachers and non-teaching Staff
- Taxis dropping off
- Those with disabilities (Passes will be issued on request)
- Visitors
- Collection from After School Club (after 17:00hrs)

If a parent is called in to school to meet with a teacher or to collect a sick child, they may access the main site as they would be defined as a visitor. Likewise, if they are collecting/delivering a child to the school for or following a doctor's/hospital appointment (or similar) and need to sign their child in or out, they are also a visitor.

Passes

If you believe that you require access to the main site, please email the Site Team at sitemanager@heyfordparkfreeschool.org and your request will be acknowledged and assessed. If access is agreed this will be confirmed by email and a site pass will be issued. This will need to be displayed on entry. In the event that access is needed at short notice (for example an after school sports injury), please email the site team ideally by 07:15 on the 1st day that access is required and a member of the team will meet you and discuss the problem and if necessary issue a temporary pass.

Park and Stride

This is the preferred parking area for parents and has been assessed to be within reasonable walking distance of the school premises

This area should be used:

- As the preferred drop-off and pick-up point.
- When waiting time is expected to be longer than 5 minutes.
- If you wish to pop-in to speak to a teacher.

Drop Off & Pick-up

There are 9 spaces adjacent to the Primary outside space.

This area should only be used when:

- Dropping of a child
- Collecting a child

Please note: There is a limit of 5 minutes on these spaces and they should only be used before 09:00 and after 15:00hrs. Please do not park in the road or in the Heyford House bays as they do not belong to us.

Specialisms Campus

There are no specific parking restrictions at the Specialisms Campus, although there should be no parking in the residents bays opposite. All parking should be within marked bays.

NOTE:

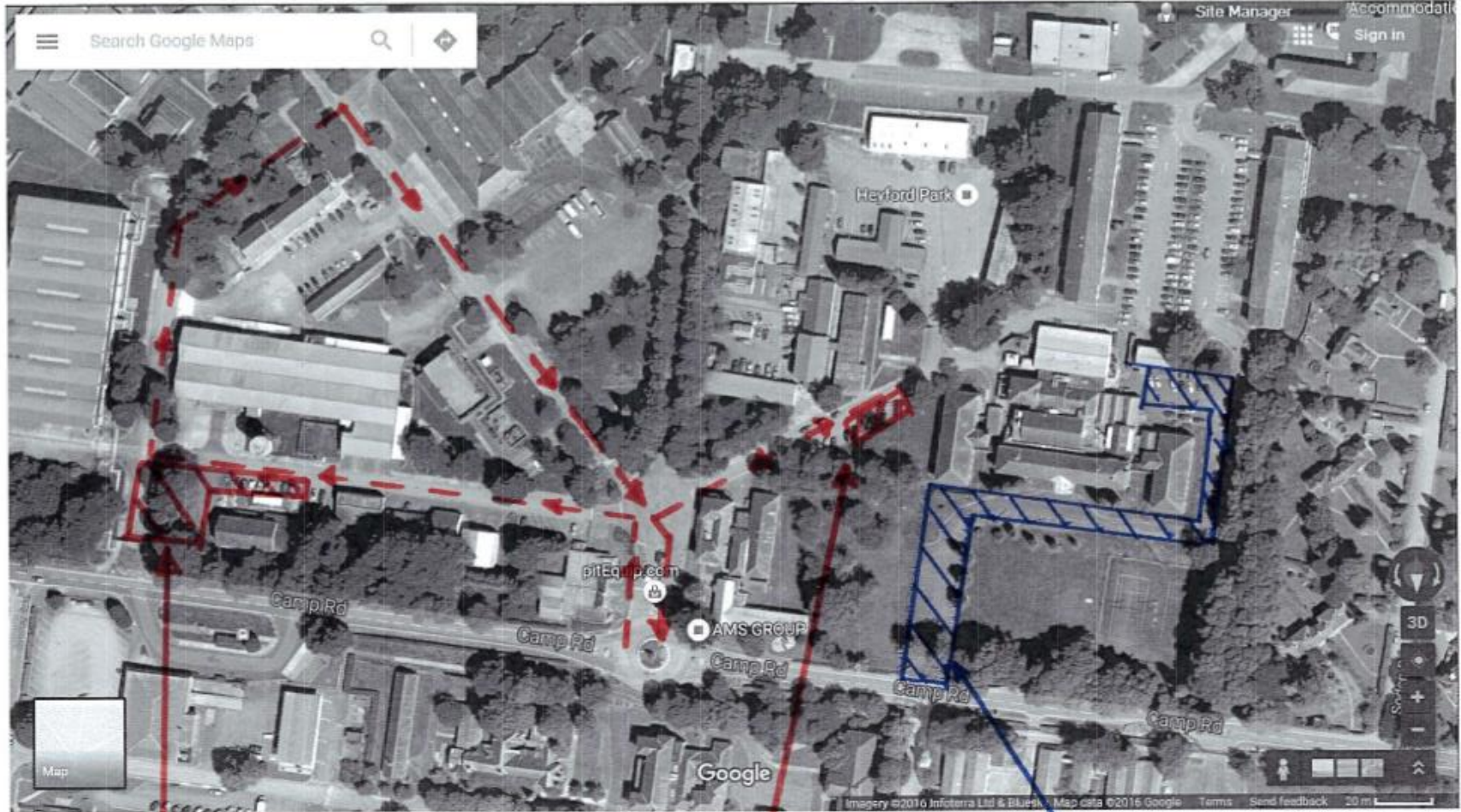
Please be mindful that the bays adjacent to the building may get blocked by the school buses.

Unacceptable Behaviours

It is a founding principle of the school that everyone has the right to be treated with respect. As such no pupil, parent or member of staff should be subjected to abusive or threatening behaviour.

If unacceptable behaviours are encountered whilst applying this policy, the perpetrator shall be asked politely to desist. If the behaviour continues the perpetrator shall be warned, politely, that they may be committing a public order offence, and if there are children present, this may be seen as an aggravating factor. Where appropriate, the perpetrators employers may also be informed.

Note: For the protection of parents, pupils and staff, video recording equipment may be used to monitor this policy. Complaints regarding the implementation of this policy will be dealt with in accordance with the School's Complaints Procedure detailed on the web site.



PARK & STRIDE

PICK-UP &
DROP-OFF

STAFF &
VISITORS