

# **Bolder Academy**

## **Parking Management Plan**

	<b>Parking Management Plan</b>
<b>It applies to:</b>	All staff
<b>Person responsible for its revision:</b>	Business Manager
<b>Status:</b>	Not Statutory
<b>Published on:</b>	The Academy Website and Staff T Drive
<b>Approval by:</b>	SLT
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<b>Date of next approval:</b>	April 2025

## **1. Statement of intent**

Bolder Academy is fortunate to be able to provide a number of on-site car parking spaces for staff, visitors and students. The school aims to reduce congestion and traffic volume around the school area to minimise disturbance to our local community and help to ensure the safety of staff, students, parents and visitors.

The Academy 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 parks and entrance areas, and follow these instructions to avoid risk of injury.

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

For the safety, health and welfare of our staff, students and visitors, we actively encourage walking and cycling to school where possible and using public transport where this isn't possible. If car journeys are absolutely necessary parents are advised to use the park and stride facility currently provided by Tesco to reduce and manage local congestion and drop students close to the school in the safest possible way.

### **Related Policies:**

*Health and Safety Policy*

*Car Park Policy*

*Travel Plan*

## **2. Safety and Security Controls**

The following safety controls are in place:

- A 5mph speed limit applies within the car parks on the school site.
- A 20mph speed limit applies to the use of McFarlane Lane.
- All cars must be parked in allocated spaces.
- Visitors must book spaces in advance and report to reception. When signing in they must give details of their car registration.

- Staff must sign our car parking policy and provide their vehicle details and display a parking permit when using the car park.
- Staff are on duty before and after school to help marshal students in and out of school safely.
- Emergency access points must remain clear at all times.
- The car parks are fenced off and gated and there is a security entry system on the gates to prevent unauthorized access to the site. The gates open using access control cards (issued to staff) or by telecom to the main reception who can open the gates.
- The carpark gates have a warning alarm and light that are activated when the gates are opening/ closing to keep pedestrians safe.

### **3. Parking Provision and Expansion**

- The school was designed to have 50 staff car parking spaces (including 3 disabled spaces) at the rear of the school. There are an additional 6 parking spaces (including 3 disabled spaces) at the front of the school next to the main Reception area for visitors.
- In order to support the growth of community-based lettings the school has (with planning permission granted\*) created an overspill parking area that adjoins our staff car park at the rear of the school for use by lettings employees, lettings customers /service providers, and parents out of school hours. This project has added an extra 16 spaces to our parking capacity.
- The overspill car park is accessible before and after school hours to minimize impact on traffic during peak school hours ie before 8am and after 4pm.

\*Reference for the planning permission for the 'overspill car park' is 01106/W/P14

### **4. Staff Parking**

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

- While the school is not obliged to provide a parking space it does endeavour to do so for staff with a high need. The school does not charge for using the school car park.
- Following expansion, there are approximately 63 spaces available for staff,

including 4 disabled spaces.

- Parking spaces are allocated on a need's basis following an annual staff car parking needs survey. We reserve a parking space for the **Bolder Academy Mini Bus** and another to provide suppliers with delivery access to the rear of the site. Thereafter we allocate our parking spaces according to the following criteria/ priorities:
  1. Permanently or temporarily disabled (medical needs) employees and pregnant women.
  2. Employees working extended / out of school hours on a regular basis.
  3. Full-time and part-time employees with no reasonable public transport options available to them.
  4. Contract employees.
  5. Interns/Trainees.
  6. Visitors/ Volunteers.
- Staff are issued with a car park pass which must be displayed in their car wind screen. Staff must agree to and sign the Academy's car park policy and provide the make, model and registration number of their car.
- Staff are instructed not to park on McFarlane Lane, in the Goals carpark or in the roads adjoining the school.
- If staff members can walk, cycle, or car share to school, they are encouraged to do so.
- When asked to move their vehicle, staff must do so as soon as possible and without complaint.
- Staff may not use the school car park during weekends or evenings, unless agreed in advance to participate in school activities or to support the leasing of the school building and facilities. Staff may not leave their car on school grounds during holidays without express permission from the Estates Manager.

## 5. Visitor Parking

- Visitors may park in the Visitor car park between the hours of 8am and 4pm. This is next to the main Staff and Visitor reception entrance to the school for easy access. There are approximately 6 spaces available, including 3 disabled spaces.
- Visitor bays must be booked in advance via [office@bolderacademy.co.uk](mailto:office@bolderacademy.co.uk)
- If visitors are visiting for less than 3 hours they are encouraged to park in the Tesco car park where they may park for free.

- If the visitor carpark is full they may be permitted to use free spaces in the staff carpark in the case of staff absence.
- Visitor access into school is only permitted through the main reception.
- All visitors must report to reception and as part of the signing in process and must provide their car registration number.
- Emergency access points must remain clear at all times.

## **6. Disabled Parking**

- There are 7 disabled parking spaces in total on site.
- Parking in these spaces is reserved for holders of a Blue Badge or those with medical needs – this need would be identified via their personal Risk Assessment.

## **7. Charging bays for electric vehicles**

- There are 3 charging points available to staff using the staff carpark.
- An additional charging point has been installed in the overspill parking area so 4 available in total.

## **8. Student Parking**

- There is no designated separate student parking area for students that have passed their driving test.
- Sixth form students will be encouraged to travel to school using sustainable methods as a preference.

## **9. Injuries Due to Traffic**

- If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.
- The school does not accept any responsibility for injuries caused by staff or visitors in the school car park, regardless of the fact that the incident occurred on school grounds.

## **10. Damage to Vehicles**

- Damage occurring to staff members' or visitors' vehicles while on school property will not be considered the responsibility of the school. This is specified within our Parking Policy.

## **11. Pedestrians**

- Walking, biking and scooting to School is actively promoted to students as detailed in the Travel Plan.
- There are 13 bike/ scooter stores located on the school grounds and students and staff are encouraged to use them.
- There are pavements on McFarlane Lane leading to the main school building for pedestrians to be able to safely access the school.
- Permanent barriers are in place to prevent visitors from parking on the grass verges along McFarlane Lane and the speed limit encourages car users to drive and park responsibly.
- Parents/carers who must drive are instructed to use the 'Park and Stride' facility currently provided by Tesco and should drop-off and collect students from there.
- Pedestrians (parents) may collect students if they wish – they should safely congregate on the pavement outside the main student gate.
- There is a staff presence both at the beginning and the end of the school day at key points leading to school and at the school gates – including staff stationed at the Tesco site and local bus stop.
- Staff in these areas at these times model safe and appropriate highway code measures to support safety when crossing the car park.
- Students are taught about Road Safety in PD sessions and are reminded regularly in school Assemblies about expectations of behaviour, and safe entry and exit from school.

### **11. The Drop Off Zone (and turning circle)**

- The Drop Off Zone (and turning circle) is for use by delivery and waste vehicles only and is located next to and between the student pedestrian entrance gate and the staff car park entrance.
- This area is also used by mini bus and coach drivers to drop off and collect students attending school trips/ sports fixtures.
- All pedestrians in this area should take care and remain on the pavement at all times and be aware of vehicles when entering the school or crossing the road in this area.

## 12. Park and Stride

- A Park and Stride facility is currently provided by Tesco and is available for parents/carers to use to drop-off and collect their children at the beginning and end of the school day.
- The gate from the Tesco car park allowing access to McFarlane Lane from the car park is open in the morning and at 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 Park and Stride facility should be used.

***It should be noted that the Park and Stride facility is a crucial aspect of the Academy's Travel Plan and as such if this facility were removed or become unavailable as a result of the re-development proposals for the Tesco site, an alternative solution would definitely be needed.***

Parents using the Tesco carpark are advised to:

- Ensure students exit the vehicle and cross the roads in the carpark safely.
- Drop off students when the school gates are open and a teacher is present to support safe entry into school.
- Students must cross McFarlane Lane safely being mindful of traffic and use the designated pedestrian footpath. They should not cross the road other than at the crossing point opposite the Tesco gate and should not walk in the road.
- Parents must not use the Goals carpark or turn-off or the turning circle as a drop off / pick up point for students.

## Parking Outside School Grounds

- It is important that the school is a good neighbour to local residents and Parents/ carers/ visitors and Staff are encouraged to act responsibly.
- They must not obstruct access points to streets, garages and driveways.
- Cars should not park near junctions or obstruct the access of emergency vehicles.
- Parents/ carers/visitors and Staff should park considerately and responsibly and not in a way which could endanger students and other pedestrians and road users.

- Parents/ carers/ visitors and Staff must not park on McFarlane Lane as demarcated by lines (on the road, pavement or grassed areas) at any time.
- Parents/ carers/ visitors and Staff must not park in the Goals carpark without express permission as a Goals customer.

### **13. Deliveries to Site**

- Wherever possible deliveries for the school will be arranged avoiding the start and end of the day.
- Deliveries should be made to the drop-off zone/ turning circle and not by parking outside the main reception gate on McFarlane Lane.

### **14. Parking Management Plan Co-Ordinator**

- Kate Biant, School Business Manager is the Parking Management Coordinator. Her contact details are as follows: Email: [KBiant@bolderacademy.co.uk](mailto:KBiant@bolderacademy.co.uk)
- The Parking Management 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 visitors and students.

### **15. Communication**

- Information is 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.

