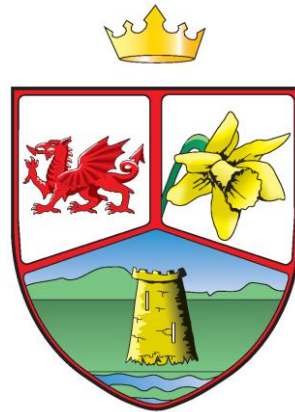


Traffic Management Plan



Ysgol Deganwy

Contents

Introduction	2
School Layout / Access	2
Times of Day	2
Pedestrians	2
Pupils and Parents	3
Staff	3
Visitors	4
Service/Deliveries	4
School Buses / Taxis	4
Disabled Access	4
Outside the school grounds	5
Management	5

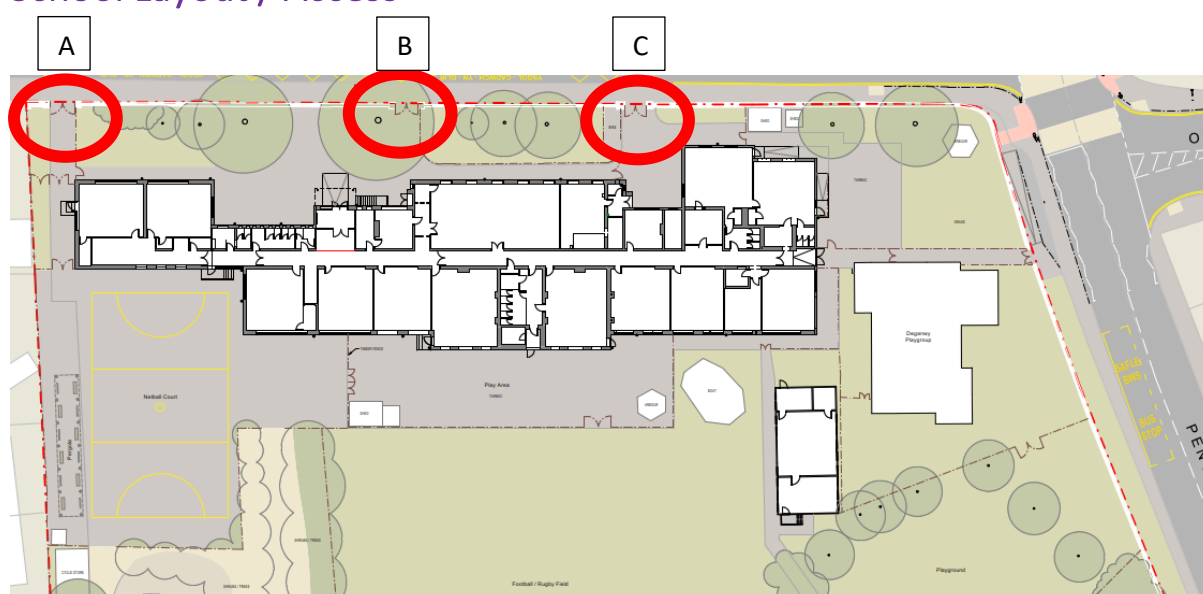
Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come on the site, including visitors (both pedestrian and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Ysgol Deganwy 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 HEAD TEACHER. We urge all site users to read this document carefully and act in accordance with the instructions. This Site Traffic Plan can be found on the school website or hard copies can be supplied from the reception. This document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

School Layout / Access



Times of Day

Year Group(s)	Start time	Finish Time
Meithrin am	9:00 am	11:00 am
Meithrin pm	1:00 pm	3:00 pm
Derbyn/Bl.1	9:00 am	3:00 pm
Bl.2	9:00 am	3:00 pm
Bl.3	9:00 am	3:30 pm
Bl.4	9:00 am	3:30 pm
Bl.5	9:00 am	3:30 pm
Bl.6	9:00 am	3:30 pm

Pedestrians

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pedestrians should only access the school from the gates circled.

Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Visitors to the school will enter through the main gates to the reception area.

Pupils and Parents

To ensure the safety of all pupils, staff and visitors, parents and carers are asked to follow the school's traffic management arrangements when dropping off and collecting children.

- Parents and carers should use designated parking areas and must not park on the yellow zig-zag markings outside the school entrance at any time.
- Parents and carers must not enter or use the staff car park for dropping off or collecting pupils unless specific permission has been granted by the school.
- Vehicles should not obstruct access routes, gates, neighbouring properties or emergency vehicle access points.
- Pupils should enter the school grounds through their designated gates:
 - Pupils in Area A will enter the school grounds through Gate A, as marked on the site map.
 - Pupils in Area B will enter the school grounds through Gate C, as marked on the site map.
 - A small number of pupils will access the school via the bottom garden gates.
- All entrance gates are supervised by members of staff during arrival times.
- Upon entering the school grounds, pupils proceed directly to their classrooms where they are welcomed by staff at the classroom door.
- At 9:00 a.m., all external gates and classroom doors are closed.
- Any pupil arriving after 9:00 a.m. must enter the school through the main entrance (Gate B) and report to the school reception where they will be signed in.
- At the end of the school day, parents and carers should wait in designated collection areas and follow staff directions to ensure the safe dismissal of pupils.
- Parents and carers are reminded to take extra care when driving near the school, observe the speed limit and remain vigilant for pedestrians at all times.

End of day collection:

- At the end of the school day pupils in Meithrin, Derbyn and Blwyddyn 1 stay in their classes and parents collect from classroom doors.
- At the end of the school day pupils will line up on their allocated yards, once all pupils are out, a staff member will unlock the gate and parents will enter to collect their children. Once the children have left the gates will be locked.

The period immediately before and after school presents the highest volume of pedestrian and vehicle movement. Parents and carers are therefore expected to:

- Park considerately and legally.
- Avoid stopping or parking on yellow zig-zag markings.

- Keep access routes clear for emergency vehicles.
- Follow any temporary traffic management measures put in place by the school.
- Supervise younger children closely when entering or leaving the school site.
- Encourage pupils to use designated pedestrian routes and crossings where provided.

Failure to follow these arrangements may create unnecessary risks for pupils, staff and other road users. The school will continue to monitor traffic management arrangements and work with parents, governors and local authority partners to promote the safety of everyone accessing the site.

Staff

There is parking for staff in the school car park. This is accessed via the vehicular gate enter location and is strictly for the use of staff.

Drivers must proceed slowly within the car park areas and obey the 5 MPH speed restriction at all times. Staff are expected to act responsibly on the site when parking and accessing the school building.

There must be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicular / school buses access

Visitors

We ask that visitors park off site. Access into the school is only permitted from the reception. All visitors must report to reception and sign in. On departure, visitors should sign out at reception and leave the building by the main entrance door.

Service/Deliveries

Drivers of service vehicles (If they have not been on the site before or obtained instruction in advance) must report to reception 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.

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

School Taxis

Taxi drivers are required to park in an agreed designated area close to the main school entrance and must not obstruct pedestrian routes, emergency access routes or car park circulation routes. Pupils arriving by taxi are escorted directly into school via the main entrance and report to Reception. At the end of the school day, pupils travelling by taxi wait within the Reception area under staff supervision until their taxi arrives. Taxi drivers report to Reception on arrival, and a member of staff escorts the pupil from Reception to the vehicle. Pupils are not permitted to walk unaccompanied through the car park or access roads to meet taxis. Reception staff maintain oversight of arrivals and departures and ensure pupils enter the correct vehicle. Where a pupil has identified medical needs or Additional Learning Needs (ALN), individual arrangements are implemented in accordance with the pupil's care plan, risk assessment or transport plan.

Disabled Access

Disabled car parking spaces are located off site. Contact reception for further details on accessing the school.

Outside the school grounds

Please be considerate when parking outside the school grounds. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines or zig zags, obstructing access points and parking near junctions causes danger to pupils, staff, parents and carers, and other road users. Remember that emergency services need to be able to access the school and surrounding area at all times.

Management

All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others.

Supervision

- The **Headteacher, Deputy Headteacher** and a designated **Teaching Assistant (TA)** are responsible for supervising the external entrance gates during pupil arrival times.
- A member of the Senior Leadership Team or designated staff member unlocks and opens all pupil access gates before the start of the school day.
- Staff take up their supervisory positions prior to pupils arriving on site and remain on duty until all pupils have entered the school buildings.
- All classes with external classroom entrances are supervised by either the **Class Teacher** or **Class Teaching Assistant**, who welcome pupils at the classroom door and oversee their safe entry into the classroom.
- Pupils proceed directly from the school entrance gates to their designated classroom entrance without congregating on paths, playgrounds or vehicle access routes.

Gate Opening and Closing Procedures

- School gates are unlocked and opened by designated members of staff before the start of the school day.
- The Headteacher, Deputy Headteacher and designated Teaching Assistants supervise the designated entrance gates throughout the pupil arrival period.
- At 9:00 a.m., once all pupils have entered the school buildings, the gates are closed and secured by designated members of staff.
- Following closure of the gates, any late-arriving pupils and visitors must enter the school through the main entrance (Gate B) and report to Reception.
- Reception staff monitor access to the school site during the school day and control visitor entry through the school's established safeguarding procedures.
- The Caretaker and Breakfast Club staff are responsible for carrying out a final check to ensure that all external gates have been closed and locked securely following the morning arrival period.
- At the end of the school day, designated staff ensure gates are secured once all pupils have left the site and after-school activities have concluded.

End of Day Procedures

- Staff supervise pupils at dismissal time and ensure pupils are safely handed over to parents/carers or directed to their approved method of transport.
- Staff remain on duty until all pupils have left the site or have been collected.
- Any gates used for pupil exit are monitored by staff throughout the dismissal period and secured once pupil collection has been completed.

Responsibility

Overall responsibility for the implementation and monitoring of these arrangements rests with the Headteacher. The Deputy Headteacher, teaching staff, support staff, Caretaker and Breakfast Club staff assist in the day-to-day supervision of gates, entrances, site security and pupil movement around the site in accordance with the school's traffic management and safeguarding procedures.

Monitoring

The headteacher will be responsible for the ongoing monitoring of the plan.

Where issues arise the Headteacher will revise the plan in consultation with Conwy Local Authority.