

Springbank Academy



Where dreams are realised and success is celebrated

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

Parking Policy

February 2026



Policy Lead: Kerry Williams

Version control

Scope:	Applicable to Springbank Academy
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Author/Reviewer:	Kerry Williams/Adam Lumley

Introduction

This policy applies to all Trust schools/academies.

Equalities

The Trust and its member schools/academies recognise their legal responsibilities under the Equality Act 2010 and this policy aims to ensure that all employees are treated with equality and fairness regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation.

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Statement of intent Springbank Academy

Springbank academy has implemented this policy to outline the measures that are in place to protect the safety of its pupils, staff and visitors and to ensure that the school's infrastructure arrangements are not detrimental to the local community.

This policy aims to ensure that:

- Parents, staff, students and visitors park responsibly.
- Permitted and prohibited areas of parking are clear to all travelling to the school in a car or other vehicle.

This policy aims to eliminate instances of:

- Vehicles entering the school site at peak times when pupils are arriving or leaving.
- Vehicles stopping or parking on the restricted 'yellow marked' areas outside the school.
- Vehicles stopping or parking on pavements.
- Vehicles driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Workplace (Health, Safety and Welfare) Regulations 1992
- DfE (2023) 'Site security guidance'

Roles and responsibilities

The Governors and headteacher will be responsible for:

- The overall implementation of this policy.
- Answering queries relating to the school car park and parking restrictions.
 - Ensuring this policy is communicated to all staff, parents and where appropriate, students. The site manager will be responsible for:
- Ensuring the car park and surrounding areas are maintained and clear of debris.
- Liaising with the headteacher over any health and safety concerns associated with parking and traffic.

Staff members will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy.
- Finding alternative modes of transport or walking to school where possible.

Parents will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy and being respectful to residence.

- Encouraging their child to utilise alternative modes of transport or walking to school when safe and possible.

Visitors will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy.
- Finding alternative modes of transport or walking to school where possible.

Safety controls

The following safety controls will remain in place:

- A 5mph speed limit applies on entry at the gates and reduces to 4mph at the approach to the school building.
- Speedbumps are in place near the school building.
- Vehicles are not permitted to access the site between 8:00am and 5:30pm without permission from the headteacher.
- All vehicles must be parked in allocated spaces.
- When walking on foot, use the marked pedestrian foot path.
- Pupils and parents are not permitted to congregate, play or socialise in the car park.
- Visitors requiring access to the car park must report to the office for authorisation.
- Video intercom system in place to authorise who is accessing the car park
- CCTV is in place in the car park.
- During busy periods (E.G. Network meetings) the car park will be staffed to support with parking.
- Vehicles must never be parked in front of the school gates.
- Emergency access points will always remain clear. Pupils will be taught about road safety as part of the curriculum and will be adequately informed of the dangers of car parks. Recreational areas will remain a safe distance away from the car park and vehicle access points.

Staff parking

The school has 32 parking spaces and allocates 2 as disability accessible bays. No charge will be made for using the school car park. Priority will be given to staff with disabilities requiring reduced walking distances (a blue badge must be displayed within the vehicle), pregnant staff members, and staff members whose specific role requires parking within school grounds. Staff will be permitted to leave and return to the car park during lunch hours but must ensure that they pay due care and attention to pedestrians and potential hazards. Staff members will be encouraged to walk or cycle to the school if they are able to do so. Staff will inform the school office of the make, model and registration number of their vehicle. When asked to move their vehicle, staff will do so as soon as possible, without complaint and exercising due care. Staff will not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities or the leasing of school buildings or facilities. Staff will not leave their vehicle on school grounds during holidays.

Parent and visitor parking

Parents and visitors may temporarily park on the roads adjoining the school, providing that parking notices are adhered to. Visitors will be permitted to make use of any available school parking where necessary with the approval of Governors and the Senior Leadership Team. In exceptional circumstances parents, with the permission of Governors and the Senior Leadership Team, will be permitted to use the accessible bays if one is available. Such permissions will be subject to guidance

set out in this policy and will be limited to specific periods. Parents with blue badge holders will have access to the disabled parking spaces during drop off and collection times.

Parents and visitors will:

- Utilise the agreed drop-off points in an efficient, courteous and safe manner.
- Respect our neighbours and refrain for blocking residents' drives.
- Be contacted by school if there has been dangerous parking.
- Leave plenty of time for their planned journey.
- Try to utilise the traffic control strategies the school has made available.
- Leave the vehicle at home where possible and walk or find alternative means of transport instead.

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 if, by lack of reasonable care, injuries were caused to another person. The school will not accept any responsibility for injuries caused by staff or visitors in the school car park, unless it can be reasonably proven that the school is at fault. The school will ensure related policies are in place.

Damage to vehicles

Parking is at the user's own risk and responsibility is not accepted for accident, damage or loss. The school accepts no responsibility or liability whatsoever for any damage caused by any means to vehicles parked on school grounds, their contents or persons travelling as passengers or drivers.

Monitoring and review

The Governors and headteacher are responsible for the monitoring and review of this policy. The policy will be reviewed on an annual basis. The next scheduled review date for this policy will be May 2025. Any incidents occurring during the school year will be evaluated and appropriate action will be taken to amend the policy accordingly.