

Travelling and Parking at the School  
An Advisory Guide for Parents, Staff and Others



# Forward

Parking in and around schools in a manner which is safe and considerate is a nationwide issue. In Chedworth, the full range of agencies and groups concerned with the school and the highway wish to work together to do all that they can within their remit and resources to support those using the school to be able to travel and park in a manner which is safe to themselves and other road users and also in a way that does not cause obstruction, nuisance or inconvenience to others.

Sadly, the parking around the School has not met these standards in the past and is a poor representation of the excellent work that the school does and the values which it upholds within its core educational function. All need to work together improve.

Those organisations below endorse the content of this guide as a useful step forward in outlining the way in which the school can be accessed and would encourage all users of the school to conduct themselves in the way which this guide promotes. They are also committed to continue to jointly support activities to further improve the arrangements so that the school can be enjoyed by all in a safe way.

Chedworth Parish Council – Chairman Paul Sibbald:

“Chedworth Parish Council fully supports this Travel Plan in its efforts to improve the safety of all road users, especially children; and also to increase the respect & regard for neighbouring properties and residents.”

Gloucestershire Police – PS Garrett Gloyn, Local Policing Team Sergeant:

“The Constabulary supports any initiative that will make parking near to the school safer for road users, the children in particular. Where possible we try to enforce existing legislation concerning dangerous parking and obstruction.”

Gloucestershire Highways – Richard Gray, Local Highways Manager Cotswold South:

“Thank you for the opportunity of commenting upon this document. It does reflect my thoughts and clearly details how staff, parents and other visitors should use the adjoining network.”

Gloucestershire County Council – Andre Bovington, Road Safety Partnership:

“This is a very comprehensive document and I think it clearly spells out where parent drivers should and shouldn’t park in your village. Thank you for allowing me to comment on this.”

# 1. Introduction and Current Situation

St Andrews Primary School, Chedworth is a relatively typical rural Cotswold Primary school. It is located centrally within the village, it has a relatively compact site which accommodates some parking but not sufficient for all parents to use for drop off and collection purposes. The roads approaching the school are mainly narrow rural lanes that contain poor sight lines and numerous junctions, while lacking any pavements and designated parking areas.

The school numbers tend to fluctuate between the mid 60's to the low 90's with the total pupil admission number for any given year being 12 (and therefore over the 7 years this would result in a total pupil number of 84). The pupils tend to come from within Chedworth and also from the surrounding communities of Yanworth, Fossebridge and Withington. As such there is always likely to be a significant proportion of the parents that have a need to drive to the school.

The use of School Hill and the parking in the immediate surroundings of the school at drop off and collection time has been the source of much complaint from the local residents over a number of years. This is often conducted, at best in a poorly organised way and at worst, it is illegal, dangerous and causes residents to be blocked in, this is totally unacceptable for all concerned.

Gloucestershire County Council Highways have said:

*"If indiscriminate or inconsiderate parking is causing an obstruction, or significant highway safety issues, and I would think parking through and across a road junction would be, then this would be a matter for the Police to deal with using their powers under Section 22 of The Road Traffic Act."*

This guide seeks to provide advice to all on ways in which the school can be accessed in a safe and respectful manner with regard to the travelling to and from the site and parking there.

"Every morning as I pull out of my drive to go to work, I am faced with huge 4x4's parked outside my house, sometimes hanging over my driveway. They make it extremely dangerous and frustrating. I very nearly hit into another mum in her car last week, as I couldn't see around the four wheel drive."

*Local Resident*

"I have had problems with exiting my property but this is solely due to inconsiderate parking by those delivering or picking up children from the school.... I'm sure many [of these problems] could be easily resolved with a modicum of tolerance and consideration by motorists,"

*Neighbour of the School*

## 2. Parking

### a. Staff

The school car park can safely take around 12 cars. This includes one disabled bay. These spaces can adequately accommodate staff cars and visitors including specialist visiting teachers and the like.

In order that, outside of school drop off and collection times, the roads around the school are kept clear of any school cars, all staff (as well as visitors, deliveries and volunteers) should park within the school car park.

In order to reduce the conflict between those walking to school and the staff driving to school, all school staff (teaching and support) are to be requested to avoid using School Hill between the times of 8.15am and 9am and 2.45pm to 3.15pm. If they are travelling to the school at this time then alternative routes (such as turning in by Hemplands from the Cirencester direction or the Cricket Club if coming from the Withington direction and using the bottom road through the village) should be used.

### b. Parents

The school day is as follows:

- 8.00am – Breakfast club drop off
- 8.30am – Main school drop off
- 8.40am – All pupils to be in school
- 8.45am – Doors and gates secured
  
- 3.00pm – Main school collection time
- 5.00pm – End of after school club

### Extended Hours

It is anticipated that those parents using the breakfast club and after school club do so in order to have time to travel elsewhere (to work and the like) and therefore cannot be reasonably expected to walk down from the Village Hall. It is also expected that these cars will only have a very short dwell time. It is therefore recommended that those parents using these extended hours facilities drive to the school, park on the top road (School Lane) outside the 'Buffers' and 'Cuttings' on the opposite side to the school and cross the road to drop off or collect their children.

Under no circumstances should cars drop off on the yellow zig-zags or park on the corner of the junction. Nor are they permitted to use the school car park which is likely to have a number of moving vehicles in it at those times.

## Main Collection Times

The preferred approach for parents dropping off and collecting their children at the main 8.30am and 3pm times is for them to park at the Village Hall and walk down School Hill. The Village Hall Management Committee has confirmed that it is content that parents use the Village Hall car park for this purpose. It should be noted that a) commercial vehicles are not allowed in the Village Hall car park and b) if a major event is being held at the Village Hall then car parking may be more difficult.

Parents should avoid parking elsewhere on the top Valley View road as parking close to the numerous driveways and junctions along this road obstruct the view of residents pulling off these driveways.

There is an obvious conflict between cars driving down School Hill and pedestrians using this as the main route to walk to the school. In order to make this walk more pleasant Chedworth Parish Council, in conjunction with Gloucestershire Highways, have agreed to cut the verges so that overhanging brambles and nettles do not pose a hazard to pedestrians.

It is requested that parents travelling to the school and intending on driving all the way to the school site during the main drop off and collection times avoid using School Hill, as with the staff alternative routes through the village should be sought. A notice will be placed in the Hill & Valley News magazine by the Parish Council at times as may be deemed necessary to request local residents to take great care when using School Hill, and if possible to avoid it, during the main school times; and reminding parents to use the Village Hall car park.

Pedestrians using School Hill during these peak times should have confidence to use the hill with full priority. Cars should expect to have to follow pedestrians at a safe distance for the entire length of School Hill or wait at the top or bottom for the hill to be clear of any pedestrians.

If parents choose to drive to the school then it is imperative that they park in a safe manner which does not cause danger or obstruction to any other road user.

The junction of School Hill and School Lane is the main conflict between pedestrians, moving vehicles and parked cars. It is considered extremely dangerous and a contravention of both the Highway Code and The Road Traffic Act to park through and across this junction.

While attempts have been made to identify safe and legal places to park on the roads around the school site, GCC Highways cannot support this and have highlighted that none of the roads around the school are ideal for parking.

Therefore the only advice that can be provided to those parking on the roads around the school is to use their best judgement with full regard to the Highway Code and Road Traffic Act and behave and park in a manner which is courteous and safe to all others.

The use of the gateway by the field on School Hill just up from the school junction has been checked and the landowner is content for this to be used for one car to park on a short term basis only. The school gateway onto the Sports field may also be used to park one or two cars on it.

Any person who is blocked in or put in danger by inconsiderate parking around the school should report this, with registration numbers, to the police by calling 101.

The Highway Code (sections 242 & 243) places the responsibility with the individual driver to ensure that their vehicle is parked on the carriageway in such a position or location so as not to represent a hazard to other road users. If indiscriminate or inconsiderate parking is causing an obstruction, or significant highway safety issues then this is a matter for the Police to deal with in accordance with their powers under Section 22 of The Road Traffic Act.

Police will attend the school from time to time and warn drivers' about the offence of parking in a dangerous position. For continued dangerous parking the police will look to issue Traffic Offence Reports which if substantiated will result in the recipient either having to pay a fine, attend court or be given the opportunity to attend a driver awareness course relating to dangerous parking.

### c. Visitors

In order that, outside of school drop off and collection times, the roads around the school are kept clear of any school cars, visitors (including parent volunteers conducting reading etc.) should park within the school car park if there is a free space available. Alternatively, the Village Hall car park should be used and the visitor should walk down. All visitors should be requested to refrain from parking on the road and the location of their parking should be enquired of when signing in with suitable advice on safe parking locations given as required.

#### d. Deliveries

The school and the houses surrounding it frequently receive deliveries during the working day. There is little influence and control that the school can exert over these, however all delivery drivers must adhere to the law and therefore may not park in dangerous positions especially on the yellow zig zags. Any driver noted doing so will be reminded of such by the school.

The school will encourage delivery drivers in small vans etc. to come into the school car park so as not to cause any potential nuisance on the roads while they are making their deliveries to the school.

The school has contacted Cotswold District Council and requested that the refuse and recycling routes around the school are not used during the peak school drop off and collection times (from 8.15am to 9am and 2.45pm to 3.15pm).

If any delivery vehicle is noticed acting dangerously, then it is requested that the Cotswolds Local Police Area Team are informed by dialling 101 with details of days, times and registration numbers. They will then look to appeal to the owners to consider avoiding the location where possible during school pickup/drop off times - this would not be enforceable and relies on the goodwill of the company whoever they may be.

#### e. Coaches and School Trips

Where possible the school seeks to use mini-buses and other smaller modes of transport. These will come into the school car park to allow the safe entry and exit of children on to and off these forms of transport.

For events when larger numbers of children are to be transported the use of a coach will be needed. In order that the safety of the children remains top priority, these will be parked directly over the school entrance gateway with the entry door being at the top of the school steps/ramp. This will mean that they are parked on the yellow zig-zags and this is the only permitted exception of the no parking provision on these which is made after a full risk assessment of the children's safety.

Parents will be advised when coaches are being used and requested not to park at the school during these times. "No parking" cones will be placed out around the school area to remind parents of this. Any parking which prevents the safe use of the coach by the children and puts them at increased risk will be reported to the police.

## f. Other Users

The school does not let its space to outside users as it does not wish to conflict with the purpose of the Village Hall.

The Chedworth Singers, through a very long standing voluntary arrangement, use the school for their practice sessions. The parking during these can be equally as bad as the school parking. The Singers will be provided with a copy of this guide and asked to follow the same principles of keeping the roads around the school safe, using the Village Hall and walking down and car sharing wherever possible. The Singers should remain aware that the school car park may be in use by teachers and school evening events (such as Governors meetings) and should never park in the school car park in a way that blocks in other vehicles.

The school may, from time to time, hold events outside of normal school days and times, in connection with its educational function (i.e. summer schools, children's clubs etc.) The same arrangements for traffic and parking should be adhered to at these times and all outside parties using the school should be provided with a copy of this guide.

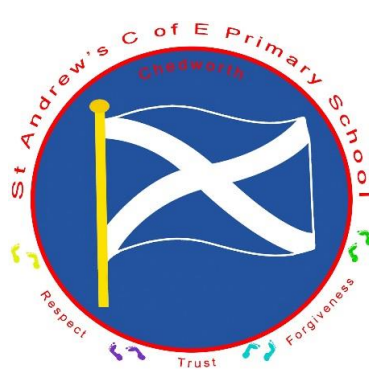
The school is happy to allow residents local to the school to use its car park for resident's cars so long as these do not conflict with school days or times. Any resident who may wish to use the school car park (for large family gatherings or the like) should seek permission from the school office prior to parking there.



## Appendix 1

Summary Guide to Parents (to be provided to all parents at the start of each new school year)

DRAFT



# Travelling and Parking to the School

## A Summary Guide for Parents

This guide has been produced to help you travel and park in and around the school in a manner which is legal, safe and considerate. As with many schools, there have been issues with illegal, dangerous and inconsiderate parking which the Police, Parish Council, School and GCC Highways are seeking to avoid. By following this guide you will be helping to keep your child and other people's children safe and allow the school to focus on the education and care of your child rather than have to get involved in parking matters.

- It is always best to avoid driving to the school so if possible please walk, older children may cycle and leave their bikes at the school.
- For the main 8.30am and 3pm drop off and collection times please park at the Village Hall and walk down School Hill, parking at the school is restricted during these times. It should be noted that a) commercial vehicles are not allowed in the Village Hall car park and b) if a major event is being held at the Village Hall then car parking may be difficult.
- Do not park in the school car park, this is for staff, those registered disabled and the school taxi/buses. The reversing and parking of cars in the car park makes it dangerous for children to walk across, the pedestrian entrance should always be used.
- For breakfast club and after school club drop off and collections please drive to the school and park neatly and considerately opposite the school entrance, drop off/collect your child and leave promptly, please do not dwell for extended period of time as this is denying other parents the opportunity to drop off and pick up.
- If it is necessary to park at the school for any reason then please try to ensure that you avoid driving down School Hill at the main drop off/collection times and also that you:
  - Do not park on the yellow Zig-Zag lines
  - Do not park on the corners by the junctions at the bottom/top of School Hill
  - Do not block people's driveways or their visibility in pulling off their drives
  - Do not park dangerously or obstruct the highway network
  - Do not contravene the Highway Code.

Any of these actions constitute a traffic offence and the police may take actions accordingly.

- If you are put in danger by any poor parking or driving in and around the school please report this to the police by dialling 101 noting the time of day and registration of the vehicle – the school have no enforcement authority outside of the school.

# Appendix 2 - Map showing school and surrounding roads

