



School Parking Policy

Updated: November 2023

To be reviewed: November 2025

Author: Andy Walker

**EQUALITY SCHEME
EQUALITY IMPACT ASSESSMENT FOR
PARKING AT FARNDON PRIMARY SCHOOL**

Staff / Committee involved in development:	Health Safety Committee; Headteacher / Deputy Headteacher
For use by:	Staff, Governors and Parent/Carers
This policy relates to statutory guidance:	Equality Act 2006 Keeping Children Safe in Education 2021 Risk Assessment School Car Park
Key related Farndon Policies:	Health and Safety Policy Start and End of School day Policy

Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.

Groups:	Yes/ No	Positive/Negative impact
Race	No	
Disability	Yes	For blue badge holders, use of the car park will be decided on a case by case basis
Gender	No	
Age	No	
Sexual Orientation	Yes	
Religious Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	

Reviewed by	Headteacher
Agreed by	L + M Committee
Next Policy review date	November 2025

A copy of this form, and any related impact assessment form or action plan must be sent to the school office

Car Parking Guidelines

These guidelines have been produced to help ensure the safety of all visitors, parents, children, and staff at Farndon Primary School and we are grateful for your full cooperation. This document forms part of the risk assessment for the safety of everyone entering or leaving the school site. Parents and carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times.

We always encourage pupils to walk to school or to come by bike and we urge you to encourage this where possible to minimise parking problems but more importantly to protect the environment for your children and hopefully your children's children.

Pedestrians entering our site must use the allocated pedestrian path as marked by the red barrier. Pedestrians are to keep to the pathway and not walk across the car park area.

Children are permitted to ride bicycles and scooters to school and use the bike sheds for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site and keep to the pathways. They are not to cross the car park or use the roads within the school site.

For those parents who choose to come to the school by car, we politely request that you **do not** to enter the school car park when dropping off children going to School. For obvious safety reasons it is the school's Governing Body's Policies not to have children walking amongst moving vehicles. These measures are for the safety of all those who attend our school.

The school car park must not be used between the hours of 7.45 am and 4.30 pm, whilst pupils are in school or engaged in a before or after school club.

The school car park is NOT available for parking without prior arrangement. The gates will be closed everyday and locked (using a code combination lock) from 8:45am – 9:15am and 3:15pm – 3:45pm

Car Parking Rules

Although we ask parents not to use the school car park, we do understand that there are some exceptional circumstances for our families. For example, it may be that a parent is suffering from a certain illness, or an injury or perhaps are in recovery after surgery and in these situations we are of course happy to help and support.

If any parent feels that they have an exceptional circumstance, they should discuss this with the Headteacher. Permission will be given at the Headteacher's discretion. A permit will be issued, with the code to the combination lock on the back. Any permission given is only for a **limited** time only. This will be reviewed on either a 2 or 4 week basis depending on the exceptional circumstance.

When meeting to discuss the parking, we ask that Parents sign our Parking Charter.

Parking outside of School

Please observe the parking regulations outside the school grounds. Please be courteous to our neighbours and don't block the road or park in a way that causes an obstruction or increases hazard to other road users or pedestrians.

School Parking Charter

We ask all parents that have been given permission to use the car park on a temporary basis due to exceptional circumstances to follow these agreed protocols.

- * A 5 mile per hour speed limit applies throughout our site.
- * All drivers must exercise due care and attention when driving and manoeuvring in the car park.
- * The disabled bay is only to be used by registered disabled badge holders.
- * There is to be no parking on designated walk ways or double yellow lines.
- * Access for emergency vehicles must be maintained at all time.
- * Users of the school car park do so at their own risk. Farndon Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- * All users of our car park are to be polite and courteous at all times. Please give consideration for other users of the car park.
- * All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school.
- * In the event of any incident in the car park, governors will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.
- * Use of our car park will be regularly reviewed (either every 2 – 4 weeks). Parking on the school site is a privilege and **not a right**. This may be withdrawn by the Governors if they feel that the safety of the children is being compromised by inappropriate use of our car park
- * At this review, the Parking Charter will be signed and completed. Evidence of medical procedures or a blue disabled badge may be required.
- * Each parent using the car park will be given the code to open the gate. We ask that this code is not shared with others. If the gates are closed, we ask that parents pull up sensibly and open the gate and then close it behind them. Should they not be able to due to significant injury / illness we ask that you make contact with the school office who will be happy to assist.
- * When dropping off or collecting children, parents are asked to come the main entrance and adhere to the normal school timings. For the morning between 8:45am – 9:00am and in the afternoon at 3:30pm. If the

parent is physically unable to get out of the vehicle for whatever reason, then the office staff will be happy to escort your children to the car (prior arrangement only).

Parents are invited to write down details of the exceptional circumstance and why the use of the car park is needed.



Name: _____ Date: _____

Signature: _____