



# Onsite Car Parking Policy

March 2024

Next Update: March 2025

Approved by: Chair of Trustees

Principal: Neil Bain

## Contents

1. Introduction .....	3
2. Aims .....	3
3. Entry to the Site .....	3
4. Exit from the Site .....	3
5. Staff Car Parking.....	3
6. Outside the Main School Building .....	4
7. Turning on Site.....	4
8. Pedestrian Walkway .....	4
9. Pickup at the End of the School Day.....	4
10. Related Documents and Policies.....	5

## 1. Introduction

Wemms Education Centre is a specialised school for neurodiverse children, whose common characteristic is anxiety, despite the diversity of their other difficulties. As a result, the car parking policy must include awareness of the fact that students do not always perceive potential danger as clearly as the neurotypical and, since students are more likely to be collected by car or taxi rather than travel home alone, there are moments, particularly during the end of school day, when the site is especially busy and therefore dangerous.

## 2. Aims

This policy seeks to clarify the operation of motor vehicles on site to minimise the danger to students, staff, parents/carers and visitors to the school, in order to ensure the impact of cars onsite is minimal, that safety is paramount and damage to vehicles negligible, particularly at moments of high traffic.

## 3. Entry to the Site

The Wemms Education Centre is located in Long Ditton and situated on a road that has busy, if intermittent, traffic most of which is going to Squires Garden Centre next door. The school is on a blind bend and the drive approaching the gates is single lane only. Therefore, the school operates a one way system, whereby entry to the school grounds is ONLY through the second entrance. Cars are required to drive at 5mph only when on site. There must be no turning due to the narrow drive.

## 4. Exit from the Site

Driving from the entrance way and passing the visitor and staff parking on the left, the gates into the main site are automatic. After collection or drop off, the vehicles must follow the route past the front of the main building, traveling only one way, until reaching the exit gates, which are also automatic. These open onto a second driveway which is also narrow. This leads onto Woodstock Road, where visibility is much better and allows exit safely onto the road where cars may go to left or right.

## 5. Staff Car Parking

Upon entry to the site via the second driveway, visitors and staff car parking on the left.

- Staff may not use visitor's car parking.
- As the students have many diverse medical conditions, it is common for off-site visits to occur during the day; to hospital, therapists, mental health appointments, assessments etc. Parents/ Carers may need to pick up and drop off at unusual times and it is essential they may park safely.
- Turning in narrow driveway is prohibited.
- Students driving to school have allocated parking by agreement with the Principal. The 2010 Disability Act requires the school to make reasonable adjustments to accommodate students' needs, which are various. At present, new drivers have their own parking space, which is away from the main parking area to give them more space and time to hone their parking skills. This may not be the same for every student newly acquiring their driving license. The Wemms Education Centre will consider the needs and requirements of each new driver and accommodate them accordingly. Further details can be found in the Students Driving to School Policy.

## **6. Outside the Main School Building**

There is car parking outside the main school building, but this is reserved for the SMT, Executives and the Principal who may have to work very early or very late. There are disabled bays directly in front of the Reception. These must be kept free to allow access to wheelchair users or those with limited mobility as outlined in the Wemms Education Centres' Accessibility Policy. The school minibus is also parked here, to allow safe loading of students away from the busy road running in front of the school. Staff, visitors and contractors are reminded not to park in front of Reception as:

- It blocks the front door and limits the access to emergency vehicles e.g. Ambulance, Fire Engine.
- It blocks access to disabled parking; not all disabilities are visible.
- Contractors and deliveries dropping off large materials or parcels, may park to unload if absolutely necessary but must be mindful of health and safety requirements and limit the time as much as possible. Deliveries out of school hours are preferable.

## **7. Turning on Site**

Due to the narrow driveways and number of vehicles, onsite turning at any time is prohibited. Drivers are requested to do a full one-way circuit in and out of the drive and back again if they need to turn.

## **8. Pedestrian Walkway**

Caution is advised on entry and exit to the site at all the time, especially during pickup and drop off. There is a pedestrian gate leading into the site at the exit. This is open at the end of the school.

## **9. Pickup at the End of the School Day**

As part of the LA provision for SEND children, most of the students are collected by taxi at the end of the school day. This means the site is very busy with taxis arriving and queuing to collect their charges up to half an hour before the end of school.

- Taxis may not block access along Woodstock Road. They are required to enter the site in order and queue, until they have collected their students.
- The site is busy and therefore dangerous when students are released from classes.
- Wemms Education Centre requires all staff in Period 6 to escort their students from the last lesson to their taxis.
- There are car parking stewards on duty to supervise students and taxis to ensure a smooth and safe departure from the site. The stewards wear high-viz jackets.
- Pedestrians are required to observe and follow any order from car parking stewards.
- Pedestrians are required to use extreme caution when moving around the site at collection time and to use, where possible, the pedestrian gate leading on to the exit drive rather than going through the car exit gate.
- If parents and carers are collecting students and are accompanied by a dog, they are required at the end of school to keep the dog on a lead to avoid accidents.

## **10. Related Documents and Policies**

- Animals On Site Policy
- Health and Safety Policy
- Students Driving to School Policy
- Driving Policy