

Site Traffic Management Plan



Groveside
School

Updated 1 September 2025

Document History

Version	Comments/amendments	Name	Date
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1. INTRODUCTION

This document's purpose is to inform and instruct staff, pupils, parents and others who come onto the school site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

We'd like to remind all those who come onto the school site that Groveside School is a special needs school – our pupils have a range of SEMH and learning difficulties. Please be extra-vigilant whilst on our school site.

Groveside School takes the health and safety of all those using the site very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds (or the vicinity of the school) and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Facilities Manager (either directly or via our school Reception).

We urge all site users to read this document carefully and act in accordance with the instructions contained within it. These instructions constitute our site rules.

Copies of this document are available from the school reception.

For further information, please contact info@grovesideschool.co.uk

2. LAYOUT / ACCESS

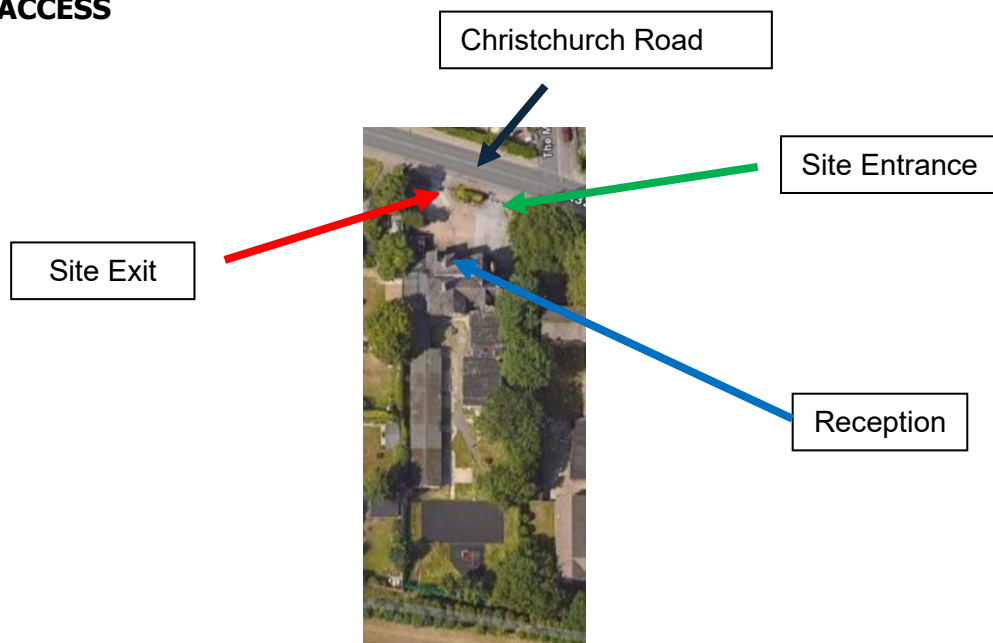


Diagram 1 - aerial view of the school (source: google earth)

Entrance to the school is via Christchurch Road

The school site boundary is at the black gates at the entrance to the site.



Diagram 2 – school outline map

3. PEDESTRIANS

Pedestrians should only access the school from the designated entry point (the main pedestrian gate at the main entrance gates). Pedestrians need to recognise that this is adjacent to the main vehicle access point that is in use through the day (and extremely busy from 8.40am-9am and 2.45pm-3.30pm during term-time).

4. PUPILS

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas pupils should be aware of:

- Pupils should be aware that when walking onto the school site, they must be careful of moving or parked cars.
- Pupils found to be climbing over fences, not following staff instructions in relation to the site, or not following the rules in this plan will be subject to the Person Centred Neurodivergence Affirming Behaviour Policy.
- Pupils must not walk in the roadway at any time.
- When getting in or out of transport (either the school cars or pupil transport), pupils must follow the instructions of staff and be aware of the following:
 - The bus or car must be at a complete stop before getting on or off. Drivers cannot see pedestrians who are out of their view – make sure you are acting responsibly.
 - Use the route that you have been told to use by staff to get to or from the vehicle.
 - Allow the staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
 - Please walk! This will avoid accidents and make you more aware of what is happening around you.

See Appendix A for the Transport Code of Conduct.

Pupil Drop-Off

There is no designated drop off for pupils – parents are asked to park respectfully in the area around the school and escort pupils to the main entrance (between 8:55 and 9:00am) Those parents with pupils who have specific needs for dropping off or pick up should contact school Reception to agree arrangements.

5. STAFF

Car parking is marked on diagram 2. All parking spaces (except disabled bay, those reserved for school cars and a visitor space) are unreserved. Staff are asked to park off site and use public transport / car share or to access the OFG cycle to work scheme where possible. There is no parking in the disabled parking bays unless you hold a blue badge to enable you to do so.

Drivers should proceed slowly within the car park at all times and observe the 5 mile an hour speed limit. Staff must supply Reception with their car registration numbers.

Drivers should be aware of pupils and other site users crossing the car park area.

6. VISITORS

Visitors are welcome to park in the school car park, however space is exceptionally limited so alternative arrangement should be made where at all possible. The school is able to collect visitors from the station if arranged in advance. The parking bay marked for disabled access is available to anyone with the blue badge. Please also do not park in the school car bays.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the main door and wait for the doors to open. 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.

Drivers should proceed slowly within the car park at all times and observe the 5 mile an hour speed limit.

Drivers should be aware of pupils and other site users crossing the car park area from the main gate to the school building.

If visitors need any advice on access or parking before their visit, please call the school Reception on (01183 744556)

7. SERVICING / DELIVERIES

Drivers of service vehicles (if they have not been on site before or obtained instruction in advance) should report to the school 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.

The school actively discourages deliveries between from 8.30am-9am and 2.30pm-3.30pm during term-time and there is no site access or egress during these times (due to minibuses / pupil transport on site).

Where contractors are on site to carry out works by prior arrangement, please call the Facilities Manager (01183 744556) in advance to agree the most suitable parking location and time.

Drivers should proceed slowly within the car park at all times and observe the 5 mile an hour speed limit.

Drivers should be aware of pupils and other site users crossing the car park area from the main pedestrian path to the playground gates.

If the car park is full, then parking is available on the public highways.

Drivers should be aware that they are working in a school environment – exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds. Drivers are reminded that Groveside School is a special needs school – our pupils have a range of learning difficulties and in addition, we have a number of pupils who are hearing impaired, visually impaired or who are in wheelchairs.

8. SCHOOL BUSES / PUPIL TRANSPORT

Designated and trained school staff perform banks-person duties every school morning and afternoon. They are clearly identified with hi-vis jackets and responsible for ensuring the safety of pupils during school drop-off and pick-ups.

Morning Drop-Off

School buses and taxis should park at the furthest end of the car park and wait for instructions from the banks-person on duty. Pupils should not be allowed to disembark until told to do so by the banks-person. Drivers must wait until instructed to leave the site.

If the vehicle is delayed and arrives after 9:15 am, then the driver should come to a halt in front of the path leading to the main entrance and school Reception. Once the vehicle is safely parked and when it is safe for pupils to do so, the driver should allow pupil to disembark and ensure pupil reach reception safely.

Drivers should proceed slowly within the car park at all times and observe the 5 mile an hour speed limit.

Drivers should be aware of pupils and other site users crossing the car park area

Drivers should be aware that they are working in a school environment – exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds. Drivers are reminded that Groveside School is a special needs school – our pupils have a range of SEMH needs.

Afternoon Pick-Up

We ask that school buses and taxis do not enter the school site before 2:45pm.

Vehicles should proceed towards the gates and turn off their ignition when on site until asked to proceed by the banks-person.

When it is safe to do so, the banks-person will instruct drivers whereabouts to park. Drivers should park safely and turn off their ignitions.

Drivers should then wait with the ignition turned off until told that they are able to leave the site.

Drivers should proceed slowly within the car park at all times and observe the 5 mile an hour speed limit.

Drivers should be aware of pupils and other site users crossing the car park area.

Drivers should be aware that they are working in a school environment – exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds. Drivers are reminded that Groveside School is a special needs school – our pupils have a range of SEMH and learning difficulties.

9. DISABLED ACCESS

Pedestrian access is by the main front entrance, the door will not open until the buzzer is sounded.

Whilst most ground floor areas are accessible via wheelchair, due to the age and fabric of the building, the first and second floor require access and egress via stairs only.

Parking

There is one disabled parking bay on site.

If visitors, staff or pupils require further information on access or any other considerations, they should contact the school Reception in the first instance on 01183 744556.

10. OUTSIDE THE SCHOOL GROUNDS

The school accepts that parking near the school is not easy. However, parking indiscriminately, such as mounting pavements, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users and frustrates our neighbours. Accidents can arise if views are obstructed, or pedestrians have to negotiate between parked vehicles.

Please act responsibly in your parking – if necessary, parking farther away and walking into the school site.

11. MANAGEMENT PRACTICES

Key to the ongoing monitoring of the plan is the role of school leaders and other staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Supervision

The school has a team of banks-persons who are on duty during the morning for drop-off of pupils and in the afternoon when pupils are picked up. All banks-persons wear hi-vis waistcoats when on duty.

Monitoring of compliance against this plan

A member of the school leadership team oversees the morning drop-off and afternoon pick-up to ensure compliance with this plan.

Any issues raised are followed through by members of the Senior Leadership Team (SLT).

Non-compliance

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible reports to Contractor or Service management which may result in investigative action. The school reserves the right to refuse vehicular entry to those drivers who have not complied with this plan.

Appendix A

Your child's behaviour on school transport

Code of practice on school transport

We expect good behaviour from children when using the school transport provided by Local Authorities. It is their responsibility to ensure that no driver is subjected to physical or verbal abuse, or are distracted from driving safely by the poor behaviour of passengers. Local Authorities retain the right to withdraw transport provision if there are breaches in this code of conduct.

Groveside School fully supports this code of conduct and the decisions made by respective Local Authorities.

Children must:

- keep their belongings with them and not obstruct the gangways or exits
- take all litter away with them
- refrain from excessive noise
- remain in their seats until the vehicle has stopped when it is time to get off.

Children must not:

- disturb the driver
- smoke or vape
- eat or drink
- play music unless personal headphones are used
- speak to or distract the driver except in an emergency or when the vehicle is stationary
- trail scarves or other items from windows
- throw anything from the vehicle

If a child is travelling by contract bus/coach, they must also:

- be at the stop five minutes before pick up time
- know what to do if the vehicle is late or does not arrive
- not rush or push and find a seat straight away
- wear seat belts, where they are fitted
- remain seated at all times on contract coaches, unless otherwise instructed by the driver
- follow the driver's or escort's instructions if the vehicle breaks down or is involved in an accident.
- inform the escort in the morning, (where there is one) if their child is not returning home on that vehicle.

Withdrawing transport because of bad behaviour

If your child misbehaves on school transport Local Authorities can withdraw the transport provided. If they ban your child, they will give you notice in writing beforehand and tell you how long your child is banned from travelling on the vehicle for. It will be your responsibility to ensure your child gets to and from school during that time. At the end of that period there must be assurances of improved behaviour if your child is to be allowed to travel on the vehicle again.