



# HILLINGDON PRIMARY SCHOOL



***"We want everyone at Hillingdon Primary School to be happy, caring and independent. Our school is a place where we learn together, doing our best to achieve success."***

## Parking Policy

### **1. SCHOOL CAR PARK**

There is limited parking on the school site and parking is **reserved for school staff and governors on school business.**

**AT ALL TIMES PARKING IS ONLY PERMITTED IN DESIGNATED PARKING SPACES. Staff will be contacted to move their vehicle if they are not parked in a marked bay.** Spaces reserved specifically for key staff members will be clearly marked.

All vehicle owners, including staff, are required to record their registration number at the school office. If a number plate is not recorded then it will be assumed that a car has not been authorised to park.

#### **1.1. Outside Agencies**

Outside school hours, the school is used by external agencies. This generates money for the school and increases the school budget. This additional money is spent on our pupils. Sometimes, as part of the contract with these agencies, their staff are able to use the car park if space is available.

#### **1.2. Parents / Carers**

Parents / carers, including nursery parents / carers, are not permitted to use the car park at any time unless by prior arrangement with the school (exceptional circumstances). This includes attendance at evening performances and after school clubs.

There is very limited parking in the school car park for parents / carers who hold a disabled parking permit. Use of these spaces must be by prior arrangement with the school. A request should be made to the Principal. *Applications will be decided based on the needs of the pupil.*

#### **1.3. Visitors**

Visitors may use the car park by prior arrangement only. Parking must be pre-booked via the school office as spaces are very limited. Booking information should include expected time of arrival and departure, along with the car registration number. Visitors should not park in the school car park unless permission has been granted prior to arrival.

#### **1.4. Disabled Parking**

There are two disabled parking spaces in the school car park. These may be used by staff / visitors between the hours of 9.15am and 3pm only (unless prior arrangements have been made).

Visiting disabled drivers who hold a Blue Badge, should notify the school when their appointment is confirmed and a space will be reserved for the duration of their visit. Regular Blue Badge holders who use the car park should speak to a member of the school office where a regular parking arrangement will be made. A copy of the badge will be taken and usage monitored.

#### **1.5. Pedestrians**

Where permission is granted for the car park to be used to drop-off or collect pupils, drivers are responsible for the safety and supervision of children at all times.

## **2. NEIGHBOURHOOD**

There are parking restrictions outside the school gates and in the surrounding streets, particularly in Nicholls Avenue, Uxbridge Road and Brambles Farm Drive, and we ask that these are observed.

The school is fully aware of parking challenges parents face daily due to the limited spaces available, however in the interests of maintaining good relationships with local residents no driveways or parking bays should be obstructed. Parents are also reminded to abstain from parking in marked residents' bays in Brambles Farm Drive.

Parents, carers and visitors to the school should also avoid parking in the car parks / parking spaces reserved for local businesses. These car parks / reserved spaces are private property and are provided for the convenience of customers only: private parking enforcement may be in place.

Access through both school gates must be maintained at all times in case of an emergency. The bus stop on the Uxbridge Road should not be used for parking or dropping off children; it is illegal to park there.

## **3. OUR COMMUNITY**

This parking policy has been written with the knowledge that the majority of our parents support us in managing the parking in our school. Parking needs to be carefully managed to ensure the safety of everyone.

## **4. ACTIONS TAKEN TO ENFORCE THIS POLICY**

The school has a duty of care to all pupils, staff and parents coming on to its premises. In order to maintain safety and avoid potential risk to pupils and parents, staff monitor the school gates, school car park and neighbouring streets, particularly the Site Manager and Assistant Site Manager.

If unauthorised parking is observed but it does not represent an immediate hazard then the owner will be spoken to by a member of the school staff and asked to move their vehicle. The vehicle's number plate will be logged. Persistent unauthorised parking, as indicated by the registration log, will be dealt with by a member of the senior leadership team with reference to the community police.

**In the case of unauthorised / obstructive parking that poses a risk to the health and safety and / or reasonable operation of the school, the school reserves the right to inform other government agencies, including the police, to deal with the obstruction**

Our staff have the right to work in a safe and respectful environment. Abuse towards staff operating within the remit of this policy will not be tolerated. Perpetrators may be called to speak with the Principal, or in cases of a more serious nature, may be reported to the police.

## **5. COMPLAINTS**

Any complaints about parking or about the management of parking should be put in writing and addressed to the Business Leader.

*Reviewed and approved by the LGB on 13<sup>th</sup> February 2019*

Signed:  .....  
Miss Janet Bramwell  
Chair of the Local Governing Body

Date: 13/02/19