



Wrekin View Primary School & Nursery

Car Parking Policy

Date of policy creation	July 2025
Policy Lead	Mrs J Fisher
Frequency of review	Three yearly
Review Due	July 2028

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1. Introduction

The aim of this policy is to provide guidance and expectations for all staff, parents and authorised visitors using the school car parks. The school has two car parks, accessed from North Road, one for staff and authorised visitors and one for staff only; these are signposted.

The school strives to ensure the safety of our school community by controlling access to the site and ensuring the car park is used safely and responsibly. 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.

The policy relates to staff and authorised visitors on school business. At no time is the school car park to be used by parents without written permission.

2. Safety controls

The following safety controls are in place to help ensure the safety of all visitors, parents, children, and staff.

- All drivers must exercise due care and attention when maneuvering in the car park
- Staff members must have registered their car details with the office
- Parking is at the owner's risk and the school accepts no responsibility for any damage or loss
- There is to be no double parking, blocking other cars or parking on double yellow lines
- Vehicles entering the school have right of way at all times
- Cars leaving the car park must back away to allow cars to enter
- The electronic gates must be used correctly and safely
- At all times users must wait for the gates to open fully before entering or leaving
- Vehicles must park in parking bays only
- The Headteacher reserves the right to ask for cars not parked in allocated spaces to be moved
- Bays must not be reserved at any time, unless the Headteacher has given a specific instruction
- Do not smoke in your vehicle, all school premises are a smoke free zone
- Engines to be switched off while waiting on the car parks

3. Staff parking

The school has limited parking spaces and 2 accessible bays.

No charge will be made for using the school car park.

Staff may leave the car park during the school day but must ensure that they pay due care and attention to potential hazards.

Emergency access points must remain clear at all times.

When asked to move their vehicle, staff must do so as soon as possible and without complaint. Failure to do so may lead to any parking privileges being revoked.

Staff may not leave their car on school grounds during holidays or when the school is closed i.e. overnight without prior permission from the Headteacher.

Staff are requested to consider alternative forms of transport whenever possible.

4. Visitor parking

Visitors to the school are required to notify the school via the school office in advance of their visit if they require a parking space.

At this point they should notify the school of any special requirements. A bay may be reserved at the discretion of the school, provided it has been booked.

The school is not required to admit any visitor who requests ad hoc admittance to its car parks.

5. Parent parking

The school has no parking spaces available to parents for picking up and dropping off children at the start and end of the normal school day.

Parents should:

- Respect our neighbours i.e. no blocking of driveways or pedestrian access routes.
- Leave plenty of time for their planned journey.
- Leave the car at home where possible and walk instead.

Parents should not:

- Stop in the area outside the school car park gates
- Park or drive on pavements.
- Block driveways or 'double park'.

6. Authorised regular user

Authorised parking may be granted in circumstances deemed exceptional by the headteacher, to people who regularly visit the school, such as parents, following an application process:

- A Request Form should be completed and submitted to the school for review. (Appendix 1)
- When permission is granted, the prospective authorised user is required to sign the Car Park User Agreement Form, without which entry will not be permitted.
- The allocated parking permit is required to be displayed at all times whilst the vehicle is on school premises.
- A permit will be given for a maximum of one academic year, following which a new application form should be submitted.
- The school reserves the right to withdraw permission from any authorised regular visitor, at any time.

7. Disabled parking

The school is located on private land and, therefore, is not required to provide disabled parking bays. Following best practice, the school has designated two accessible parking spaces, and all motorists are respectfully requested to use the space considerately.

The accessible parking spaces may be used by blue badge holders (a blue badge must be displayed within the car).

Permission to access the school car park by blue badge holders must first be agreed by the Headteacher and the blue badge holder must present themselves to the school reception with their blue badge so that the details may be recorded.

Due to the limited availability of spaces priority will be given to families with disabled children in the first instance.

In order for holders of a blue badge to access the school car park the holder of the blue badge must be travelling in the car and must also be getting out of the car.

A Disabled Parking Authorisation Pass will be issued by the school and must be displayed whilst on the school car park.

Failure to adhere to any of the above conditions will lead to permission to access the car park being revoked.

8. Parking protocols

- Entry for visitors to the school grounds is by buzzer request on the school gates and is limited to school office opening times.
- Entry for staff to the car parks is by fob only.
- Visitors must sign in at the school main reception and provide their car registration number.
- Users of the car parks must use it with extreme care and consideration at all times.
- Any breach of the above may lead to parking permits being withdrawn.

9. Emergency vehicle access

It is imperative that emergency access to the school by emergency vehicles is available at all times. Therefore, the following restrictions apply:

- No parking zones must remain clear.
- School gates remain accessible at all times.
- Parking in marked bays only.
- Any obstructions should be reported immediately to the school office.

10. Monitoring and review

This policy will be reviewed three yearly or after significant incidents.

Appendix 1

Authorised Visitor Car Park Request

Name of Applicant		Relationship to pupil(s)	
Name of pupil(s)		Class(es)	
Car Details		Make/Model	
Registration		Colour	
Reason for application (This must be based on written medical evidence which should be provided at the time of application)			
Copy of Blue Badge taken – Yes / No			

Wrekin View Primary accepts no obligation to explain any decision to the applicant regarding approval or otherwise of this application.

If approved I agree to the following conditions:

- I will keep my use of the school car parks to a minimum so as not to impede the smooth running of the school.
- I will place the safety of the school community as top priority and will exercise extreme caution when using the car park to ensure pedestrian safety.
- I understand that I park at my own risk and the school accepts no responsibility or liability for any damage, caused by any means to vehicles, their contents, or any persons travelling within vehicles whilst on school premises.
- I understand that I will be liable for any damage I cause to school property or other vehicles parked in the car park and that this responsibility extends to any insurance excess charges that the school or an employee of the school may encounter.
- I understand that any misuse of this agreement may result in the withdrawal of permission.
- I confirm that I have read and will comply with the school Car Park Policy.

Signature of applicant	Date
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Office use only		
School Decision	Approved	Declined
Permit Allocated	Yes / No	Date:
Signature		Date: