

Poulner Junior School

Traffic Management Plan

Written by: Jo Randall (Headteacher)

Last updated: March 2024

Version	Reviewed	Ratified	Description of main changes	Signature
1.0	14/3/17 by P&R Committee	14/3/17 by P&R Committee		
1.1	22/11/2017 by P&R Committee	22/11/2017 by P&R Committee	Minor amendments	
1.2	30/12/2020		Covid updates	
1.3	19.3.24	March 24	Covid updates removed and updated to reflect additional fencing and gate system.	JR

Review Date: Autumn Term 1 (2025-26)

Reviewed & Ratified by: Full governing body

Review Frequency: Bi-annually

Description of policy: Traffic Management Plan

Other documents referred to: n/a

POULNER JUNIOR SCHOOL

TRAFFIC MANAGEMENT PLAN

1. Introduction

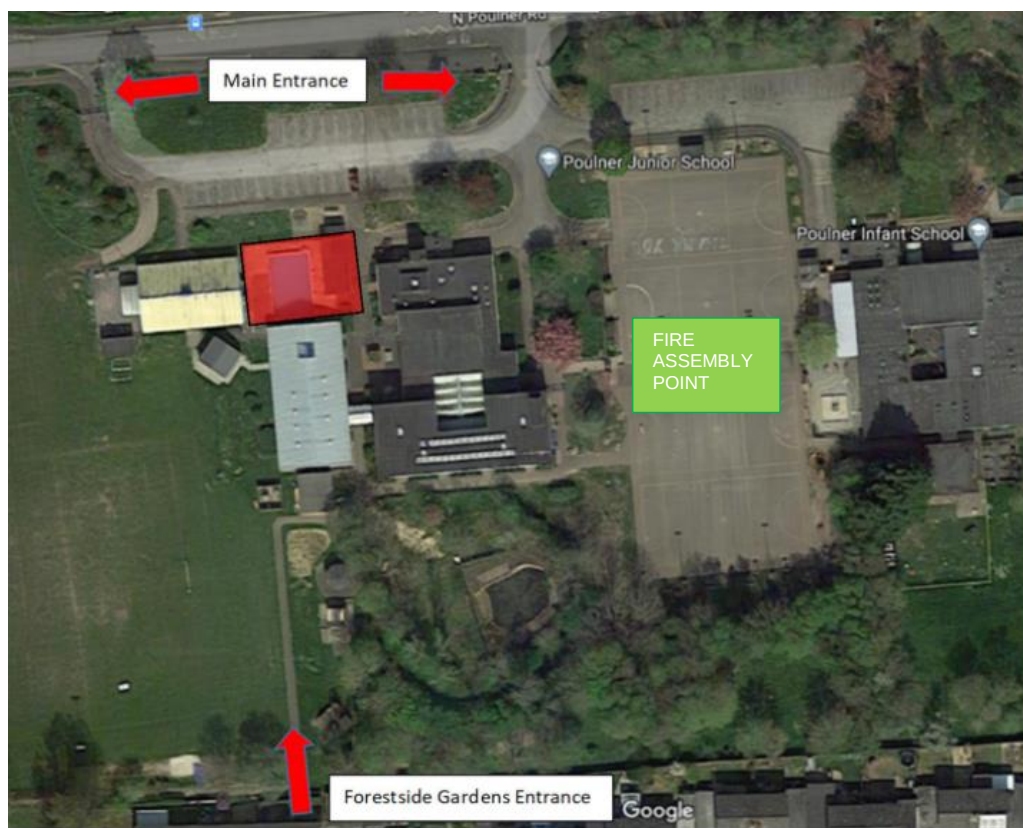
This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle access.

Poulner Junior School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Head teacher.

For further information, please contact:

Poulner Junior School 01425 474590
adminoffice@poulner-jun.hants.sch.uk

2. Site Layout



3. Pedestrians

There are 3 pedestrian access points to school, the main entrance located on North Poulner Road, Gorley Road via the Infants School site, and via the footpath from Forestside Gardens. The Forestside Gardens Gate is open from 8.35am to 8.50am and 3.00pm to 4.30pm. Between 8.55am and 3.00pm, access may only be gained through the main entrance.

During these times there will be access to move through the school campus including access for parents with children who attend Poulner Infant and Pre School.

Once on site, visitors may only enter the building via Reception at the front of the school.

4. Pupils

In the interests of safety, pupils should not enter the car park during the school day. The carpark and exits are secure and operate using a push button release system or padlock on external gates.

Scooters and bicycles should not be ridden on school grounds. They should be walked to the bike parking area by the swimming pool.

Children are encouraged to cross Gorley Road at the designated crossing patrol areas namely Ross Road and Croft Road.

5. Staff

Staff parking is available on site within marked bays.

Additional parking is available along North Poulner Road but care should be taken not to obstruct residential driveways and junctions.

6. Visitors

Visitors may park in the school grounds if space permits and within marked bays. Vehicles may not be parked on the grass.

Additional parking is available in nearby residential areas but care should be taken not to obstruct driveways and junctions.

Parking is not permitted in the bus stop or marked areas opposite the North Poulner Road and Gorley Road entrances.

Access into the school is only permitted from the main entrance.

7. Parents/Carers

Parents may not use the school car park for dropping off/collecting children at the start and end of the day. Pupils with disabilities may be dropped and collected from the disabled bay or a nearby bay and will have a Car parking pass that has been applied for and issued by the school.

A temporary need to collect pupils from the main carpark may be granted and written permission given by the Headteacher.

The site manager, who may refuse unauthorised access, monitors access to the car park at the start and end of the day.

8. Servicing / Deliveries

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.

The school discourages deliveries at the start and end of the school day and has informal arrangements with regular suppliers to restrict deliveries at these times whenever possible.

Deliveries gain access to the school site through the main gated approach and must speak with a member of staff through the intercom to gain access. The delivery gates are electrically operated and this is done so through a staff member with a fob or remotely from the office.

Where vision may be compromised, drivers of large vehicles should seek the assistance of a banksman before manoeuvring.

There is a bus stop just outside the main entrance on North Poulner Road. Pupils who attend trips on coaches will board and disembark from this point and will be supervised to do so.

Taxi drivers bringing pupils to and from school may park in the hammerhead area for drop off if it is safe to do so. They will also use the electric gate system to gain access the site on foot. Vehicles will remain outside of the fence ensuring that there is a clear separation of child and vehicle movement.

9. Disabled Access

Pedestrian access is by the main front entrance on level ground.

There is a marked disabled bay in the school car park next to the footpath leading to Reception.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01425 474590

10. Parking in the vicinity of school grounds.

Parking at the beginning and end of the school day and at major school events can be difficult. The residential areas off Gorely Road and North Poulner Road are often congested. Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

Poulner Junior School recognises that inconsiderate parking can upset our neighbours and regularly advises parents and other visitors of the need for considerate and safe parking. Reminders are placed in our weekly newsletter and we work with local PSCO's and school crossing patrol staff to ensure problems are minimised.

11. Management and other issues

All concerns regarding the movement of traffic on the school site should be reported to the Head teacher in the first instance.

Polling Station- the Community room is a designated polling station. Whilst there is no requirement to provide extensive parking facilities, on these occasions, the school should ensure adequate disabled parking is available. Under these circumstances designated bays close to the Community room can be marked for disabled use.

Community Use – The schools facilities are regularly let to community groups who are free to use the car park. We ask that care is taken when driving on site, particularly when children are present, and that users respect our neighbours when parking in the road. (see note 10.)

12. Review

This plan should be reviewed bi-annually in conjunction with the 'Traffic On Site Checklist' and when extraordinary use of the site occurs.