

Bournville Primary School Car Park Barrier Protocol

Effective from 15th September 2014

Entry and Exit barriers will be operational between the hours of 8am and 4.30pm during term time.

The Entry barrier operates via staff passes (security cards) which are scanned to raise the barrier.

The Exit barrier operates automatically when it senses a vehicle approaching. Car park users should approach the barrier slowly.

The school reserves the right to refuse access to the car park to any staff, parents or visitors that do not adhere to School car parking rules*

School staff will be available at the barrier every day during busy periods (8.30am to 9am and 3pm - 3.30pm) for the first week of operation to ensure Health and Safety requirements are being met and to resolve any teething problems. This period may be extended.

Fire Alarm: In the event of a fire alarm the barriers will be raised to allow access by emergency vehicles.

Staff Entry

- All School staff will have access rights to operate the barrier via their staff pass (security card).
- All Social Care hub staff primarily based at Bournville Primary School will have access rights to operate the barrier via their staff pass (security card).
- Social Care will update the school immediately of any change to staff, including leavers, so that car park access records are up to date at all times.
- Any casual/temporary staff will be treated as visitors (see below).
- Permission for staff to access the car park does not guarantee a parking space.
- All School and Social Care staff should continue to adhere to school rules* regarding parking on-site and continue to park off-site if no suitable parking is available.
- Any staff who do not adhere to these rules will be asked to move their vehicle. A record of incidents will be kept by the school office and the school reserves the right to withdraw access to the car park for staff who repeatedly ignore the rules.
- When the barrier raises staff should be aware of unauthorised 'tailgaters' who try to come in behind them. If this happens they should stop their vehicle and question the person behind them (the barrier will remain raised if it senses a vehicle below)
- Any problems with entry via staff passes should be reported to the School office

Parent Entry (by vehicle)

- Parents will only be allowed to park on-site if they have a written agreement from the Headteacher and only in accordance with the terms of their individual agreement.
- Parents requesting car park entry will need to make an application for consideration by the Headteacher and provide evidence of need.

- Parents will be notified by letter to confirm they have access to the car park and when this will commence.
- The office must be informed of any new agreements
- Parents must press the intercom on arrival and will be allowed access only at times specified on the agreement.
- Access may be allowed for disabled parents at other times (e.g. for school performances) at the discretion of the school.
- Parents must adhere to school rules regarding parking on-site which are specified in the Car Park Access Terms and Conditions.
- Parents with car park access who do not adhere to these rules will be asked to move their vehicles. If parents repeatedly ignore the rules, the school reserves the right to terminate the agreement.
- Parents who do not have a car park access agreement will not be allowed on-site and advised to reverse carefully off of school grounds.

Visitors

- Where meetings are arranged in advance, visitors should be advised to park off site due to limited parking at the school.
- Visitors (excluding parents) who press the intercom may be allowed access to the car park but will be advised that they can only park if a suitable space is available. If no parking space is available they will have to park off site.
- Visitors will be asked to confirm where they have parked on arrival at Social Care or School reception. If they have parked in an inappropriate place they will be asked to move their vehicle off-site.
- The school reserves the right to refuse entry to visitors if the car park is full.

Pedestrians

- A railing is in place to separate pedestrians from the barrier at the entrance to the school.
- Pedestrians must remain on the footpath at all times
- Pedestrians should not exit the school via the car park exit as there are no railings to protect pedestrians from the exit barrier
- Pedestrians must not enter or exit the school under the barrier even if it is raised.
- Pedestrians should not wait on the footpath or otherwise cause an obstruction that may force others into the road.

Cyclists/Scooter users

- Cyclists and scooter users should dismount when on school grounds and proceed as pedestrians
- Cyclists and Scooter users must not enter under the barrier even if it is raised.

Office Staff

- Office staff will regularly update the security system to ensure that School and Social Care Staff have access to the car park

- The office will keep a record off all staff and parent vehicles that have access to the car park.
- The office will ensure visitors parked on-site provide car registration details when signing in and have parked in an appropriate space.
- The office will inform SMT of any difficulties or concerns about the management of the car park.

*School Rules Regarding Parking On-site

- Speed limit is 10 miles per hour but slower speeds should be exercised around children and when entering and exiting the school.
- Drivers must be aware of children in their vicinity at all times.
- Parking should be in designated car parking spaces only.
- No parking on double yellow lines.
- Drivers must not cause an obstruction to other drivers or block access to gates or other car parking spaces at any time.