



Khalsa Secondary Academy

KHALSA SECONDARY ACADEMY POLICIES

Parking and Traffic Management Policy (O36)

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| DATE APPROVED: | November 2017 |
| DATE FOR REVIEW: | November 2019 |
| APPROVED BY: | FULL GOVERNING BODY |

Khalsa Secondary Academy is situated in a residential area and therefore we must ensure that the movement and parking of our school traffic does not cause any inconvenience or nuisance to local residents.

Aims

- To prevent congestion and reduce traffic around the school.
- To minimize disturbance to the neighbours.
- To work with parents and staff, to facilitate solutions, as well as understanding the reasoning and guidance stated in this policy.

Parking Strategies:

The following measures will be implemented to prevent parents from parking in the area.

- Minibuses and or carpools will be used to drop off pupils at Pioneer House. No parent is allowed to drop off children using a car unless they are provided with an onsite parking permit or they obtain authorisation from the school office in the event of an emergency.
- Any authorised vehicles will be required to park on the site rather than on Hollybush Hill, School Lane or Hockley Lane.
- Drop off and Shuttle scheme: This scheme will allow parents to drop off their child at the Khalsa Primary School on Wexham Road, Slough, SL2 5QR and pupils will be picked up by minibus and shuttled to and from the Secondary Academy.

Traffic Strategies:

The following measures will be implemented to control the traffic coming into the local area.

- School starts at 8:00. The minibuses will pick up and drop off well before 8:00 am and therefore this does not clash with any other local school pick up times
- The minibuses will depart at 2.45 pm and therefore not clash with other local school drop off times.
- Walking scheme – Pupils will be encouraged to walk to school if they live locally
- We operate a one way system for drop off and pick up for students. All parents who wish to drive their child to school, are expected to adhere to this policy at all times.
- Any breach of the above strategies could result in the car park permit being evoked and parents will not be able to drive their child to school..
- A steward employed during drop off and pick-up times, preventing any parents from dropping of pupils on Hollybush Hill, School Lane or Hockley Lane.
- Promotion of cycle usage
- Promotion of public transport usage.

Staff Parking:

- The school has 50 parking spaces and 1 disabled bay. There are sufficient parking facilities for all staff at the school.
- Staff are encouraged to use recognised routes to and from the Academy and are asked to avoid the narrow lanes around the school when possible.

Parent parking:

The school will provide parking permits for those parents that fall into the following categories:

- Disabled parents or carers or disabled children
- Pre approved taxi/mini bus service
- Parents that live in rural areas where public transport is not readily available **(An application in the form of a letter will need to be submitted to the Principal along with evidence).**
- Where parents are running a carpool with a minimum of three pupils in one vehicle and the vehicle has obtained prior approval. **This can only be done by applying directly to the principal.**
- An emergency situation.
- All parking permits must be clearly displayed on the front of the vehicle

Enforcement of policy:

- Khalsa Secondary Academy have the authority to direct traffic and regulate car parking around the perimeter of the Pioneer House site, ensuring parents and staff comply with the school's parking regulations.

- Any parent attempting to drop off or pick up pupils from the school using a car and parking onsite without prior approval or on Hollybush Hill, or adjacent Lanes may result in the following actions being taken:
 - A formal warning being issued.
 - A formal meeting with the principal to discuss alternatives.
 - A visit from the Local community Police Officer
 - Parents may be issued with a fixed penalty fine.
- Repeated offences will be considered very seriously and may result in the parents' vehicle being banned from the site
- At times an exception may be made if the school has received a phone call / request from a parent with a specific need. However this is at the discretion of the management team.
- This policy will be regularly monitored by the Academy staff in partnership with our Local Community Police Office.

The school is asking all staff and parents to read and comply with this policy.

This policy has been approved by the Governing body of Khalsa Secondary Academy.