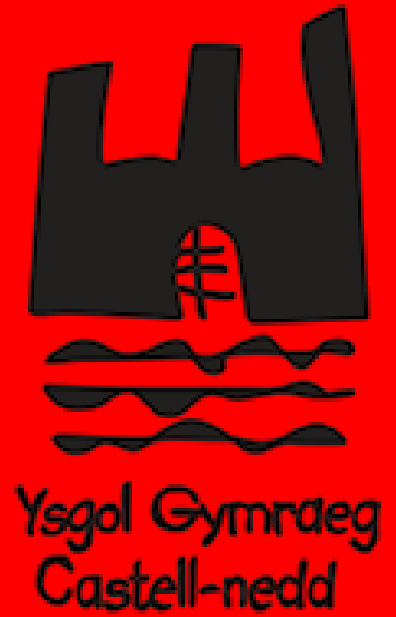


# Traffic Management Policy



Caredigrwydd.

Cymreictod.

Cymuned.

Ein nod yw i rhoi cyfle i bob plentyn lwyddo

Mabwysiadwyd y polisi hwn

gan y Corff Llywodraethol YGG Castell Nedd ar: \_\_\_\_\_ 13.11.23

Adolygwyd ar: \_\_\_\_\_ 10.11.25



Llofnod Cadeirydd y Corff Llywodraethol: \_\_\_\_\_

# **TRAFFIC MANAGEMENT ARRANGEMENTS AT**

## **YGG Castell-nedd**

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## **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 separation.

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

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from reception and on the school website.

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

**For further information, please contact:**

Mrs Lois Loader, Head Teacher

**Tel no: 01639 637701**

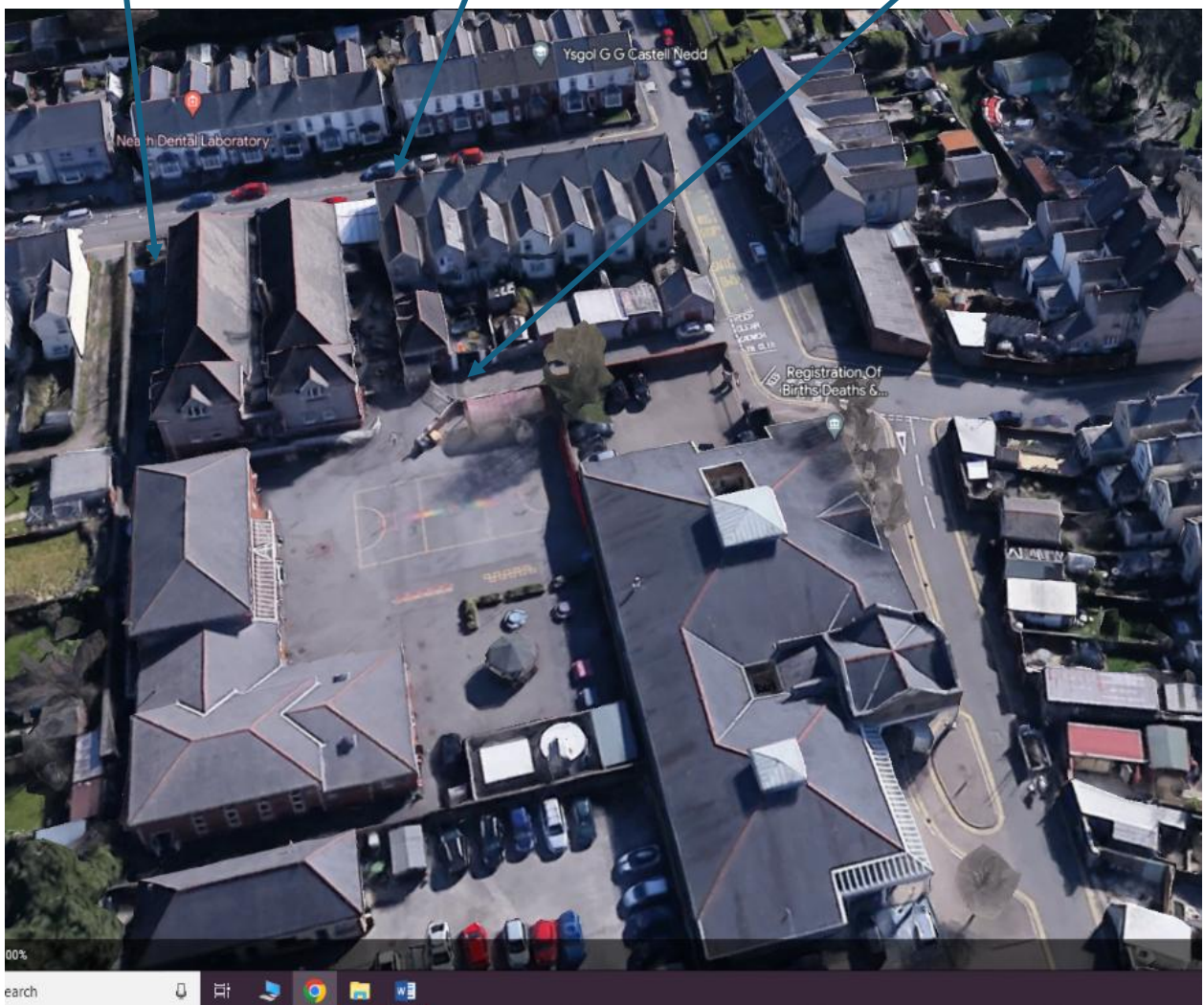
**Email: [swyddfa@yggcastellnedd.npt.school](mailto:swyddfa@yggcastellnedd.npt.school)**

## 2. Layout / Access

Exit gate at end of school day

Fire door at front of house – exit only

Main entrance and exit gate



### **3. School Opening / Closing times**

Breakfast Club starts at 8.10 am (entrance 8.10 am – 8.15 am)

Breakfast Club ends at 8.40 am

Gates open at 8.40 am

School starts at 8.50 am

School ends between 3.00 – 3.20pm (staggered to minimise traffic)

Nursery session A 8.40 – 10.40 am

Nursery session B 11.00am – 1.00 pm

Nursery session C 1.30 – 3.30 pm

### **4. Minibus and Bus management on and around the site**

#### **Minibuses and Buses on site:**

There is no access for minibuses or buses on the site.

#### **School Transport on curtilage of site:**

Transport arrives at the top of the school lane in the morning from 8.10am. The final minibus or bus has departed by 3.30 pm approx.

#### **Staff supervision**

Breakfast Club Staff supervise Breakfast Club pupils' arrivals.

Escorts and a member of staff supervise pupils' arrivals and departures in the morning and in the afternoon. Each teacher has a pack detailing who is travelling on the bus and who is picked up by Childcare. Staff supervision and traffic management are monitored closely by senior staff and the procedures are discussed and reviewed regularly, taking into account any recent issues or cases of long term staff absence or staffing change.

#### **Staff supervision location & timings at start / end of school day**

A member of SMT will be located at the gate in the morning from 8.10am to 8.15 am to supervise the arrival of breakfast club pupils whilst a member of the breakfast club staff will take the register in the foyer outside the hall.

Staff will be located at the main pupil entrance in the morning from 8.40 a.m. to 8.50 a.m. to supervise the arrival of pupils. Pupils will be collected between 3.00 pm and 3.20 pm.

Nursery staff will transfer pupils in Session A to their parents at the gate at Woodland Road at 10.40 am. At 11.00 am, Nursery staff will be at the gate to supervise pupils in Session B.

Nursery staff will transfer pupils in Session B to their parents at the gate at Woodland Road at 1.00 pm. At 1.30 pm, Nursery staff will be at the gate to supervise pupils in Session C.

Nursery staff will transfer pupils in Session C to their parents at the main pupil entrance at 3.30 pm.

## **5. Vehicles at school site**

***All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.***

### **Vehicles on site**

There is no parking provision for visitors on site. Visitors may park in the multi storey carpark or the streets surrounding the school. We would ask that visitor's park respectfully at all times.

### **Parents' vehicles**

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time.

When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway, and where possible are encouraged to walk their children to school. In the light of the Authority's "Safe routes to schools" initiative, parents/ guardians are reminded of this request via newsletters and social media.

### **Staff vehicles**

The school gates are closed between the hours of 8.40am to 3.00pm, with the exception of Nursery pupils arriving at 11.00 am and 1.30 pm.

There is no parking for staff on site. Staff may park in the nearby Multi Storey Car Park, or on the streets surrounding the school, but we would ask that staff park respectfully at all times.

### **Visitors**

There is no parking provision for visitors on site. Visitors may park in the Multi Storey Car Park or the streets surrounding the school, but we would ask that visitors park respectfully at all times.

If visitors need any advice on access or parking before their visit, please call the school reception on 01639 637701.

### **Contractor's vehicles**

Contractors should arrange to visit the site by appointment and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.

### **Building works vehicles**

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor.

Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Head Teacher and closely supervised by a banksman.

The amended site access arrangements need to be recorded and communicated to all site users.

### **Servicing / Deliveries**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01639 637701 in advance, to agree the most suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.00am to 3.30pm as gates will be locked.

### **Buses, Mini Buses and Taxis**

Drivers of buses, mini buses and taxis are required to park on the road at the top of the school lane, being respectful of the neighbours and being mindful that the street is congested.

## **Emergency Access**

There is no access for emergency vehicles onto the school site other than into the school yard. In the event of an emergency vehicle requiring access please contact the school on 01639 637701.

## **6. Pedestrians at school site**

All pedestrians are advised to enter / exit the campus from the designated entrances / exits at the beginning and at the end of the school day, i.e. main entrance. Should pedestrians visit the school within the school day, they are advised to enter / exit the school from the main entrance.

Pedestrians should make sure that they use routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points (see above). Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

## **7. Parking**

There are no parking facilities at the school.

## **8. Cycles**

Cyclists must dismount before entering the school premises.

## **9. Pupils**

Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

## **10. Footways**

Not applicable.

## **11. Access to and from school**

The school suffers from severe vehicle congestion problems close to and surrounding the premises. Parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- ❖ To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).
- ❖ To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.
- ❖ Staggered start and finish times

## **12. Split sites**

Not applicable.

## **13 Shared sites**

Not applicable.

## **14. Physical Control Measures**

### **Signage**

The installation of appropriate signage has been implemented:

- ❖ Signage to close the gates after entering and leaving.



### **Speed humps**

There is no need for speed bumps at present.

### **Fencing**

Fencing should be considered at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary. Fencing should also be considered where there are elevated footpaths adjacent to slopes or internal roads.

Temporary barriers can be utilised to control pedestrian and vehicular traffic in appropriate circumstances.

The perimeter of the school site is fenced and walled. Barriers and handrails are also adjacent to ramps and elevated footpaths.

### **Road markings**

Not applicable.

### **Gates**

No vehicular access through gates.

### **Footways**

Not applicable.

## **Poor visibility**

Where the visibility is poor then the following must be considered:

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.
- ❖ Appropriate signage

## **Reviewed:**

September 2023

September 2025