School Traffic Management Plan

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
February 2026	Finance & Resources	February 2027	Yes	Yes

Emma Humphrey, Headteacher

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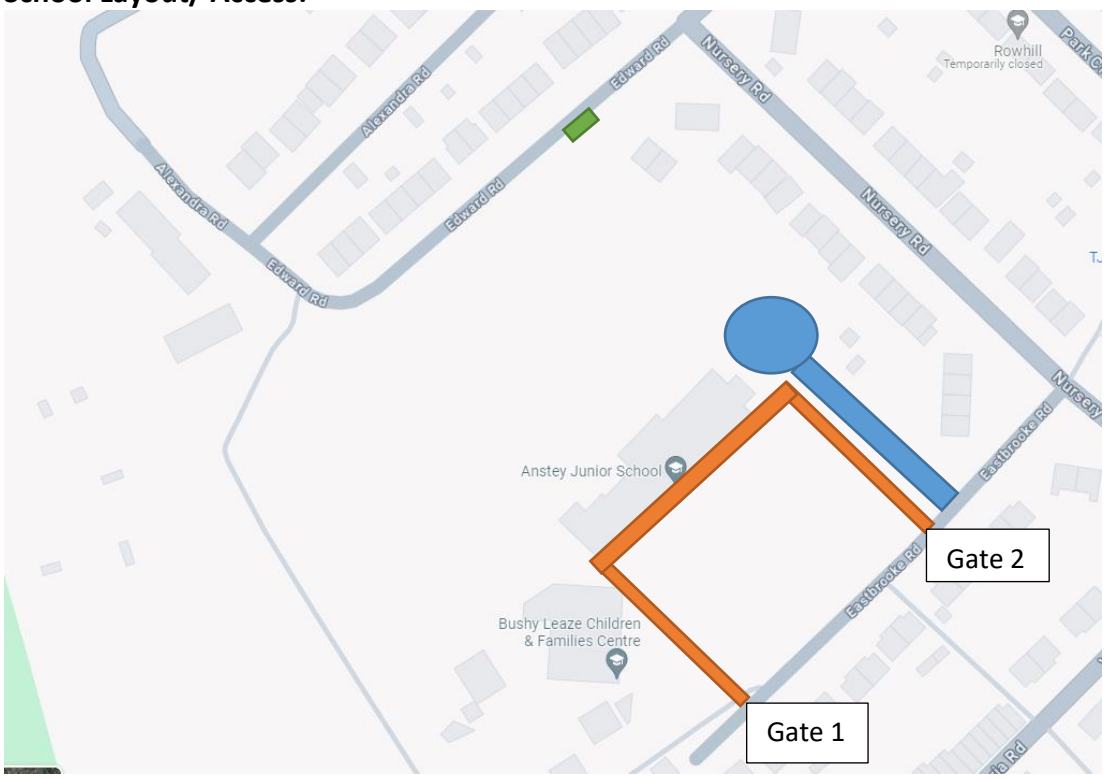
Introduction:
This document has been prepared to inform and instruct staff, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Anstey Junior School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care and 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 school reception, reception is then to liaise with the manager that has responsibility for the traffic management.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.
Where to find this report: http://anstey-jun.hants.sch.uk/policies

This document will be reviewed annually and awareness will be raised regularly through parental communications, assemblies, staff briefings and the visitor information leaflet. For further information, please contact: **school.office@anstey-jun.hants.sch.uk** or call 01420 84486.

School Layout/ Access:



Vehicle access/car park
Pedestrian access/footpath
Rear emergency exit

Environment
Anstey Junior School is situated in a busy, residential area of Alton Hampshire.
Anstey Junior School is on Eastbrooke Road a residential, dead-end road with a turning circle at the end. It is used by residents, pedestrians and parents/visitors of Bushy Leaze and Anstey Junior School.
It is important that the school is a good neighbour to local residents.

Parents/Carers are encouraged not to park near the school (on Eastbrooke Road, Nursery Road and Spitalfields Road) and allow their children to walk the remaining distance if they drop them off further away using designated pavements, alley ways and paths. Anstey Junior School has a park and stride scheme to enable parents/carers to park in local car parks (Victoria Road car park is the closest) contact the school office for further details.

Pedestrians:
There is a pavement running along Eastbrooke Road in front of the school and two gated pedestrian secured entrances to access Anstey Junior School.
Pedestrians are advised to only enter the school through these two entrances and not through the vehicle entrance to the staff/visitor car park. Once pedestrians have entered the school site, they are to move down the footpath towards the school building.
There is no pedestrian access to the rear of site.

Pupils:
Drop off for pupils takes place between 8.35-8.45am
Pupils should enter via either pedestrian access gates at the front of the school (gate 1 or 2). Gate 1 is manned by SLT/family support worker each morning; pupils are expected to walk on all paths into and out of school to avoid accidents. Scooters and bicycles are not to be ridden on the school footpaths, children are asked to push their bikes and scooters to the bike shed area. Pupils will walk into the school building and into their classroom where their class teacher will be waiting for them.
Pupils are made aware that entry into the school ground via vehicular access point (staff car park entrance) is strictly forbidden.

Pick up for pupils takes place at 3.25pm.
Parents can collect pupils from the small playground and accompany their child out of the school gate.

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school.

Staff:
There is a car park within the school grounds, this is for use by authorised visitors and school staff. It is not available for parents without Headteachers permission except for extended school day parents.

Drivers should proceed slowly and not exceed 5 miles per hour within the car park at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly on the site when parking and accessing the school building. It is important to remind users of the car park to park within the lined spaces and ensure their vehicle does not overhang onto the footpath. If you are aware of unauthorised use of staff parking, this should be reported via the school reception or the Senior Leadership Team who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their registration number so that you can be contacted in the event of a problem arising.

There should be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicular access at the front / rear of school.

Visitors/Contractors:
Authorised visitors/contractors are welcome to park in the school grounds. The car park is often busy; visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.
There is a public car park 5 minutes' walk away.

Access into the school by car is via Eastbrooke road. There is a security barrier which is down during the school day as per the security policy. Visitors to the school need to press the security buzzer located at the main gate and wait for the barrier to lift. All visitors/contractors must report to reception and sign in before going anywhere in the school. Visitors/contractors are required to leave a note of their registration number with staff**.** On departure, visitors should sign out at reception and leave the building by the main entrance door.
There is a disabled parking bay for use by blue badge holders.
If visitors need any advice on access or parking before their visit, please call the school reception on 01420 84486.

Service / Deliveries:
Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should press the buzzer at the vehicle entrance to advise the nature of their visit and get clarification on where they can park. 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 01420 84486 in advance to agree the most suitable parking location.

Coaches:
There is no room for a coach to enter the school grounds however, coaches maybe required on an ad hoc basis for school trips. The coach should reverse into Eastbrooke Road and park

in the most suitable location without blocking the vehicular access gate in case of emergency to Anstey Junior School or Bushy Leaze Nursery.
Pupils accessing a coach will be closely supervised and monitored by appropriate staff.

Accessible Access:
Pedestrian access to the school grounds is via either of the pedestrian gates from Eastbrooke road, access to the school building is via the front entrance at reception, if assistance is required, please ask at the gate.
We have one allocated accessible parking space for use by blue badge holders.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01420 84486.

Outside the School Grounds:
The school accepts that parking near the school is not easy.
Eastbrooke Road is a residential dead-end road with a turning circle at the end. It is used by residents, pedestrians, visitors, staff and parents of Bushy Leaze and Anstey Junior School.

It is important that the school is a good neighbour to local residents.

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, using designated pavements, alley ways and paths. There is a 'Park and Stride' scheme that is available for parents to use, for details, please contact the school office on 01420 84486 or email school.office@anstey-jun.hants.sch.uk

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. Please act responsibly by parking as far away from the school as possible to keep the pupils at Anstey Junior School, local residents and other road users safe.

Parents are discouraged from using Eastbrooke road at all as turning in the turning circle involves reversing towards pedestrians. Parents/carers are reminded not to stop on the zig zag lines to drop off or collect children.

Management Practises / Guidelines:
Key to the ongoing monitoring of the plan is the Senior Leadership Team, who will monitor the traffic situation when the pedestrian gate to Anstey Junior School is opened at 08.35 and 15.25.
All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Supervision:
The Senior Management Team will be responsible for ensuring that school staff are on duty at the designated times and are supervising the pupils on arriving/leaving school.

If necessary, the appropriate authorities will be contacted to assist with persistent offenders who continue to park indiscriminately around this area.

Monitoring of compliance against this plan:
In addition to the supervision arrangements in place, regular updates to parents will be mentioned in the school newsletter, reminding parents and carers of school processes.
Where issues arrive with vehicular access, contractors, deliveries, these should be dealt with or escalated by the Headteacher.
The school team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.
The Headteacher will also communicate and record any issues with our neighbours.

Non-compliance:
If there are any concerns or incidents that constitute non-compliance these should be recorded by those monitoring the site and appropriate action will be taken, this may include reporting to authorities.
Any incident/non-compliance reported that relate to Local Authority contracted services should be reported to the LA for joint investigation. The LA will then be responsible for undertaking any subsequent contractual action against the Operator.

On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Leadership Team who will make a record and take appropriate action.