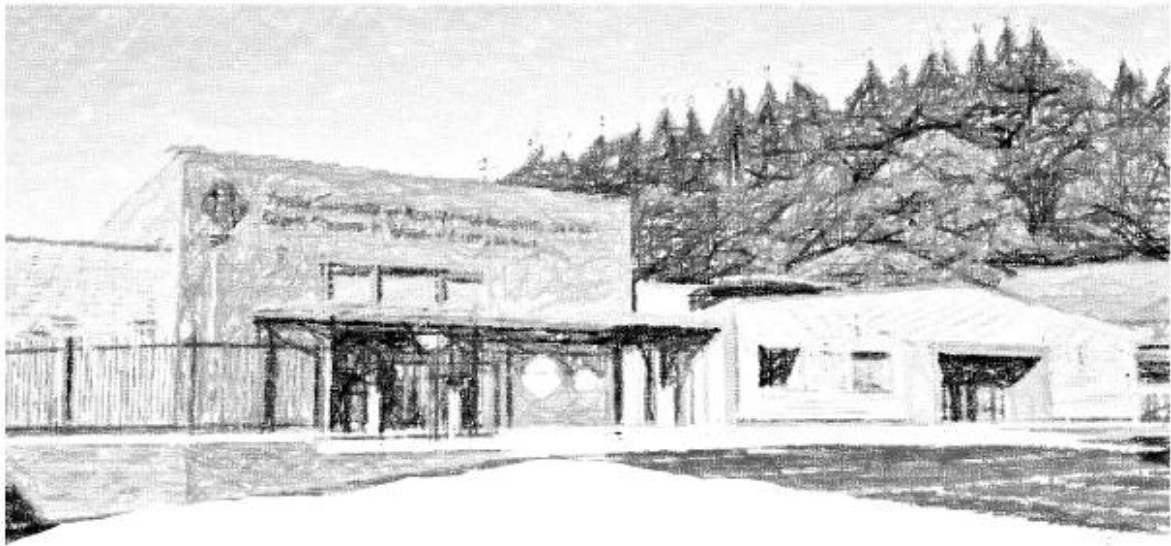




Clyro C.I.W. Primary School



Traffic Management Plan

Date adopted by Headteacher and Governing Body:	July 2026
Review date:	July 2027
Signed by Chair of Governors:	<i>H Elliott</i>
Signed by Headteacher:	<i>L A McCrohon</i>

1 Introduction

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

Clyro Church in Wales Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the 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 which constitute site rules. Staff and learners in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, students, parents and carers, via the school website.

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

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact the school office 01497 820860.

2 School Layout / Access



- 1) Parent Parking Bays
- 2) Staff & Visitor Parking
- 3) Clyro Pre-School Entrance
- 4) Disabled Parking
- 5) Main Reception
- 6) Bus Lay-by
- 7) Top Entrance Gate
- 8) Main Parent Carpark Double Gates
- 9) Main Parent Carpark
- 10) Bottom Entrance Gate

3 Pedestrians

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Learners walking in groups should take this into account and allow others to pass safely.

Pedestrians should only access the school from the designated entry points. 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.

Pedestrians should follow the local footpaths and enter the school site using the pedestrian entry points. Entry to the school for learners is through the cloakrooms for their respective classroom.

Pedestrians should NOT walk up the slope from the Main Parent Car Park to Reception.

4 Learners

It is important that all learners set a positive example for others, especially by supporting and promoting a safe school environment. To help achieve this, learners should be aware of the following site-related expectations and responsibilities:

- Learners should be particularly aware that entry into the school ground via vehicular access points (school car parks, bus park, and general service areas) can be dangerous and learners are encouraged to use the site footpaths wherever possible.
- Learners found to be not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action
- Learners must not walk in the bus park at any time, unless dis/embarking the buses. Learners must follow the instructions of supervising staff and be aware of the following:
 - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the identified pavement/pathway areas around the bus park.
 - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable and safe for all.
- When using the footpaths, pedestrians should walk. This will avoid accidents and will make you more aware of what is happening around you.
- Learners cycling to school must dismount before passing through the car park/kitchen gates, enter the school grounds on foot, and secure their bicycles in the designated bike racks in the school yard.

Start of the School Day

Breakfast Club

Learners attending Breakfast Club who are dropped off by their parents/carers should enter the school through the hall doors. Parents/carers may use the staff car park for the sole purpose of dropping off their child but must not park in the bus parking area.

Arrival at School

- Learners who walk to school or are dropped off in the parent parking bays at the front of the school must use the zebra crossing to cross the car park safely and enter the school grounds through Gate 7.
- Learners who are dropped off in the Main Parent Car Park should enter the school grounds through Gate 10.

Gates 7, 8 and 10 will be locked at **9:15 a.m.** After this time, parents/carers dropping off learners or visiting the school must park in the designated visitor/parent parking bays and enter the school through the main reception.

End of the School Day

At **3:20 p.m.** each day, Gates 7 and 10 will be unlocked to allow parents/carers to enter the school grounds to collect their children. Parents/carers should wait outside their child's classroom to collect them.

The school grounds will remain open until **3:50 p.m.**, allowing families to socialise and children to play under the supervision of their parents/carers. At **3:50 p.m.**, the school bell will ring to indicate that the school grounds are closing. All families should leave the site promptly, after which the gates will be locked.

5 Staff

There is parking for staff at Clyro School. This is accessed from road and through the barrier and is strictly for the use of staff and visitors. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some learners may have little 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. If you are aware of unauthorised use of parking bays, this should be reported to the Senior Management Team who will remind the driver of the correct use of the site.

There should be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicles.

6 Visitors

Visitors are welcome to park in the school grounds, but should only use the car parks noted in the illustration in section 2. The car parks are often busy, however, and 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. If there are no available parking bays, visitors must park off-site.

Parking is not permitted in the bus park area at any time, even for the shortest visits.

At the start of the school day, with the exception of learners, access to the school is permitted only through the main reception. All visitors must report to reception upon arrival and sign in before proceeding elsewhere in the school. Visitors are also required to provide their vehicle registration number at reception. Upon departure, all visitors must sign out at reception and leave the school via the main entrance.

If visitors need any advice on access or parking before their visit, please call the school reception on 01497 820860.

7 Service Vehicles / Deliveries

Drivers of service vehicles should report to reception 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 in at the time.

Bus Park

This area is strictly for use by contracted buses between 8.00 am – 9.00 am and 3.00 pm – 4.00 pm. It is essential that this area is not used for drop off point or parking during these times. Outside these times, contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school reception. Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.

8 School Buses

Buses that enter the site to collect learners should access the site from the main car park entrance. Two school buses currently use the school bus park.

The bus should be at a complete stop before allowing learners to get on or off the bus. Only when learners are clear of the vicinity of the bus park (am) or all on board (pm), should drivers exit the bus park when they are clear to do so.

Learners are reminded about good conduct around the bus park in section 4 of this plan, however if there are any other concerns about how this site is being used; they should be raised via the staff supervisors during the afternoon pick up.

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through the School Transport Unit as part of the terms of the contract.

9 Disabled Access

Pedestrian access is primarily via the main office doors.

Parking

There are accessible bays in the main car park. These are the spaces nearest the main entrance and are clearly marked out. Access to the disabled parking bays is via the main entrance to the car park.

If visitors, staff or learners require information on access, they should contact the school reception in the first instance on 01497 820860.

10 Outside the School Grounds

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to learners 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.

If parking outside of the school grounds, please act responsibly by parking as far away from the school as possible to keep the learners at Clyro School, local residents and other road users safe.

11 Management

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others.

Supervision

The Senior Leadership Team will arrange for daily supervision around the bus bay and at the end of the school day.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team will carry out site inspections to view practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Management

Team. The Senior Management Team will be responsible for addressing the conduct of all learners where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible disciplinary action and reports going to the School Transport Unit, which may result in investigative action.

Risk Assessment Form

School/centre: Clyro CiW School

Date risk assessment completed: June2026

Activity/activities: Traffic Management Plan RA

Risk assessment completed by: Lynsey McCrohon

Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done by (date)	Date Actioned
		Already in place	Additional measures required			
Changes in level or poor conditions of walkways/roads on site causing slips trips or falls	Staff Learners Visitors Contractors	- Surface well-constructed and maintained on a regular basis - Maintained external lighting - Main traffic areas/routes gritted when frosty and snow cleared	Parents alerted when weather conditions are poor, to raise awareness of the dangers to traffic areas/routes/pedestrian areas when frosty/icy for example. Walkways/roads around the school to be inspected regularly at and any problems reported to Property Services.	SLT or Office Staff to send Schoop alerts. Governors and SLT.	As it arises, whether dependant. Dates in diary to do this check termly (part of Governor Monitoring for H&S).	Ongoing. Three times a year dates in diary- Autumn, Spring and Summer.
Struck by vehicles - onsite	Staff Learners Visitors Contractors	5mph Speed limit in place on site - Vehicles and pedestrians segregated where possible - Clear system in and out - Supervision of learners - Provision of high visibility clothing for supervisors - Marked parking bays - Parking of vehicles only allowed in marked spaces	Reminders via Schoop of 5mph speed limit. Signs of 5mph speed limit put up/road markings.	Office staff to schedule 5mph Schoop for each month and SLT to put on newsletter.	Ongoing	Ongoing

		• Reversing vehicles avoided unless absolutely necessary • Reversing goods vehicles supervised where needed • Designated parking areas out of bounds to pupils who are unsupervised • Suitable drop off/collection points available • Supervision of learners dis/embarking transport • Transport to arrive on school site before the end of the school day				
Struck by vehicle – off-site	Staff Learners Visitors Contractors Public	• Parking at school entrance restricted • Parents asked to park sensibly and with respect in the vicinity of the school	If this becomes an issue- speak to LA and consider signs etc.	SLT to report to LA and send out any messages via newsletter or Schoop if needed.	Ongoing	Ongoing
Congestion during drop-off and pick-up	Learners Parents Visitors Staff	• Main Car Parking (9) open every morning and afternoon.	Ensure no parents park in disabled bays / limit access for school buses.	SLT – if messages need to be relayed use SCHOOP to inform parents / newsletter of sensible parking	Ongoing	Ongoing

Cyclists	Learners Parents Visitors Staff	Cyclists to dismount before entering school grounds. Designated cycle rack within school grounds for pupils who must walk their cycle around to store in rack.	Reminders in assemblies/ newsletter/SCHOOP messaging	Class Teachers / SLT		
Inappropriate Parking	Parents Staff Visitors Contractors	Signage, communication to parents, monitoring by staff, liaison with local authority if required	Consider parking enforcement if persistent	SLT	Ongoing	Ongoing
Gates left open or unsecured	Learners	Gates opened / locked at set times, supervised access at gate point at all times during morning entry. Parents responsible for their own children after collecting from classroom door at the end of the school day.	Clear direction of staff on weekly notice board identifying staff to any changes in routine to staff unlocking/locking and manning gates.	SLT	Ongoing	Ongoing

Additional notes: