

# **Sutton on the Forest CE Primary Traffic Management plan**

<b>Date:</b>	<b>06.02.25</b>
<b>Review Date:</b>	<b>February 2026</b>

## 1. Introduction

This document has been prepared by the school to inform employees, pupils, parents, carers and visitors about the site rules concerning pedestrian and vehicle management.

Sutton on the Forest 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, these should be reported to the School Office.

Copies of this document are available to all stake holders on our school website

For further information, please contact Sutton on the Forest CE Primary school via 01347 810230 or [admin@sutton-on-the-forest.n-yorks.sch.uk](mailto:admin@sutton-on-the-forest.n-yorks.sch.uk)

## 2. Opening Times

The school is open from 07:30 until 18:00 Monday to Friday for all pupils requiring Wraparound Care. The school day operates from 08:50 until 15:30.

## 3. School Access and Location



#### **4. Parent/carer dispatch and collection of pupils**

##### **Dispatch of pupil**

Parents/carers to park on the main road (no double yellow lines) and accompany their child on to the main school site via the main entrance. Staff will then receive your child from 08:50 onwards, or from 07:30 if requiring breakfast provision.

Cars using the disabled parking places within the car park must reverse park to ensure safe exiting of the car park.

##### **Collection of pupils**

Parents/carers to park on the road and collect their child/ren from the main school site via the main entrance. Cars parked in the disabled space within the car park must be reverse parked to ensure safe exiting of the car park.

#### **5. Staff**

Parking is available for staff in the school car park. If there are no spaces, there is parking on the main street. Vehicles must be reverse parked for safe access.

#### **6. Pedestrians**

The vehicle gates are locked from 0830 – 1535 and vehicles should not be moving near pedestrians during this time. Despite this, pedestrians must be vigilant at all times.

If vehicles do need access during this time, the school office will be made aware to alert staff members if they are with children on the playground. If children are on the playground, they must be stopped and moved away from the vehicle access point. Pedestrians and drivers must be vigilant.

When crossing the road, pedestrians must take care checking the road is clearly and following the highway code when walking to and from the car park to the main school site.

#### **7. Disabled Access**

Within the school car park, there is a designated disabled parking bay. The bay is to be used by blue badge holders for disabled parking. If you require assistance to the school, please call the school office on 01347810230 or via email:

[admin@sutton-on-the-forest.n-yorks.sch.uk](mailto:admin@sutton-on-the-forest.n-yorks.sch.uk)

#### **8. Deliveries**

Deliveries are to park in front of the main school site entrance and ring the intercom for the attention of the office where a staff member will greet them at the main entrance and allow them access to the school site.