

# Locks Heath Infant School

## Access to Site Policy



<b>Reviewed</b>	<b>Next review</b>
Summer 2025	Summer 2026

\*Due to ongoing building project work at the school (Nursery and Roof Projects), there will be no safe onsite parking for Special Circumstances from 23<sup>rd</sup> February 2026 onwards. The duration of this period will depend upon the length of the build projects and all approved users will be kept up to date throughout. (28.1.2026) Commencement of the review cycles for permissions will resume following cessation of the building works. (28.1.2026)

## Rationale

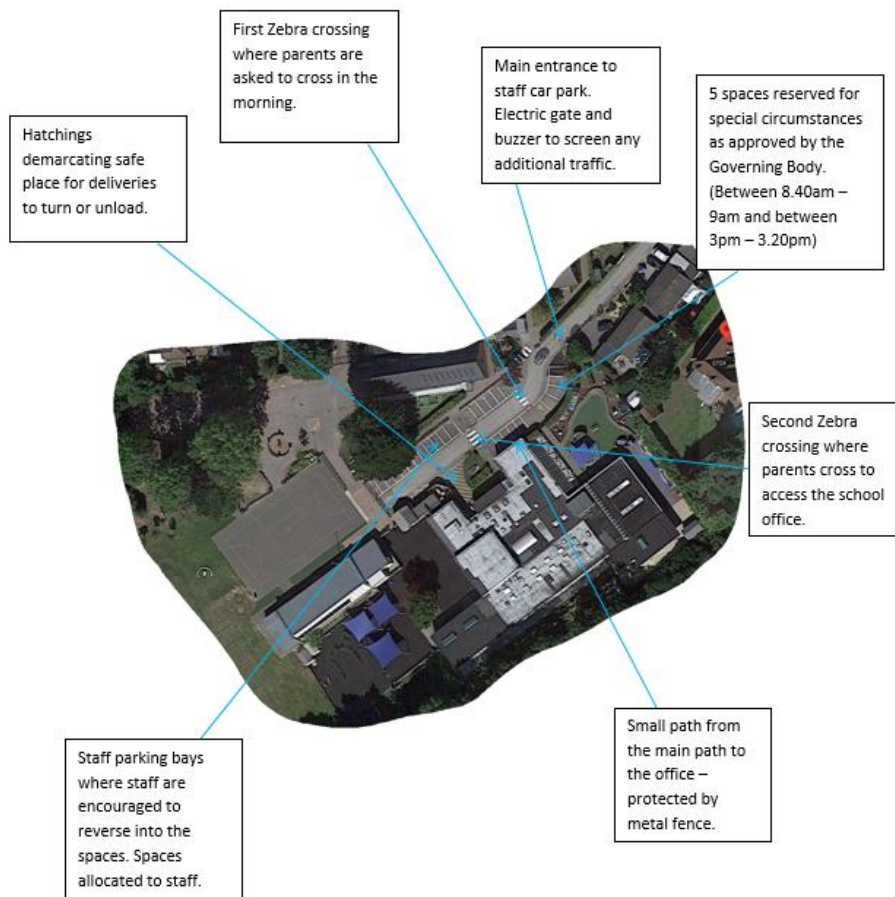
Keeping children safe is a key priority of Locks Heath Infant School. Due to legal restrictions on who can access the private road approaching the Infant School, lack of parking spaces and large numbers of children and adults who need to access the site safely each day, it is essential that we restrict and regulate access to the school and parking on the site.

Staff, governors, parents of children who attend the Infant school and visitors must abide by this policy. It is designed to maintain the safety of our children, comply with our legal obligations and enhance the quality of life at our school. This document sets out our Policy.

## Access to the School site

Our goal is to keep children and adults safe on our school site through reducing the amount of traffic on-site, particularly during the start and end of the school day. The school site is private property and the road leading to the electronic gates is privately owned by neighbouring residents and is not a public highway. Therefore, no vehicle has an automatic right to enter the school site at any time unless they are a delivery driver or member of staff with permission. The Blue Badge Scheme does not operate on the school site. **Parents must not drive or walk down the private road leading to Locks Heath Infant School without the school's prior written permission, which will only be granted in *Special Circumstances*.**

Procedures and criteria for Special Circumstances beyond staff and deliveries have been agreed by the Governing Body, are managed by the Leadership Team and are set out in this policy below. To ensure the safety of all on our site, 5 dedicated parking spaces for Special Circumstances have been made available to the left hand side of the car park as you approach the school from the privately owned road.



### **Criteria for *Special Circumstances*:**

Written permission for those with Special Circumstances will be assessed and granted by the Leadership Team of the school, and will be reviewed in September and February of each academic year. Parents and carers can, at any time, make an application to access the school car park and subsequent reserved parking spaces via the privately owned road. The Leadership Team will consider all applications based upon the order of precedence below, starting with the needs of the children who attend the school. This will depend upon the level of need within our school community each year and there will be a waiting list for those who are unsuccessful in their application at the time of applying. Applications should be made through the online application form, which is embedded in the re-set letters sent prior to the September and February re-set each year, and with any accompanying evidence being presented confidentially to the leadership team via the school office. The online link to the form can be requested through the school office at any time.

1. Needs of **children attending Locks Heath Infant School who have a blue badge** (Supporting medical information and evidence, along with *Blue Badge* content will be considered when making this judgement).
2. Needs of **children attending Locks Heath Infant School who do not have a blue badge** (Supporting medical information and evidence will be considered when making this judgement).
3. Needs of **Adults bringing children who attend Locks Heath Infant School who have a blue badge** (Supporting medical information and evidence, along with *Blue Badge* content will be considered when making this judgement).
4. Needs of **Adults bringing children who attend Locks Heath Infant School who do not have a blue badge** (Supporting medical information and evidence will be considered when making this judgement).
5. Needs of **siblings of children who are attending Locks Heath Infant School who have a blue badge** (Supporting medical information and evidence, along with *Blue Badge* content will be considered when making this judgement).
6. Needs of **siblings of children who are attending Locks Heath Infant School who do not have a blue badge** (Supporting medical information and evidence will be considered when making this judgement).

All applicants will receive written communication outlining the outcome of their application. We ask that applicants inform the school as soon as possible should reasons for requiring a car parking place change. All other drivers must park and stride.

### **Temporary permission to access the site**

In special circumstances, the school can allow temporary access outside of the re-set application procedure, (for example, where a child has sustained an injury that restricts them walking), but only when written permission has been granted, in advance, by the Leadership Team of the school and where there is space to safely allocate a space to park.

In all cases, temporary permission will be limited and given for an agreed period of time only. The school is unable to grant access to the site and subsequent use of the car park on a longer-term basis without applying via the Special Circumstances procedure on Page 3 of this policy.

## Rules for accessing the Private Road and using the School Car Park:

### Private Access Road:

- 5mph limit strictly adhered to at all times.
- Consideration for the safety of the residents who own the private access road.
- Give way to pedestrians, cyclists and other road users at all times, particularly as you approach the mini-roundabout.
- At the gate, please buzz for the school office to alert the school of your arrival (visitors, special circumstances, deliveries and maintenance vehicles only)

### Use of the school car park:

- 5mph limit strictly adhered to at all times.
- Give way to pedestrians in all areas of the school car park, not limited to the zebra crossings.
- Reverse into spaces where practicably possible.
- Park inside the marked bays and respect other car park users.
- Designated spaces (left hand side as you enter the car park) for visitors and special circumstances should be used by authorized persons only as confirmed in the school's written permission.

The whole community has a responsibility to keep everyone safe and report any incidents of unsafe use of the access road or school car park. Incidents can be reported directly to the school office or to the senior leader who is welcoming parents and children in the morning.

Parents/carers with permission to use the private access road and school car park must only do so at the following times. This is important as we often have trades people and after school activity that require the car parking spaces at other times during the school day.

<b>Morning drop off</b>	<b>Between 8.40am and 8.55am (8.55am is the latest time children should be arriving at school)</b>
<b>Afternoon pick up</b>	<b>Between 3.05pm and 3.20pm</b>

*\*Please do not arrive any earlier or later than these times.*

## Collecting children from after-school clubs or Time Out Childcare based at the Junior School:

Parents must park and stride - only authorised users may enter the site (see above).

### Staff who work in or run after school clubs on site:

- may only park on site on the condition that there is available parking and this can be checked on application for lettings and will be confirmed in the hire agreement. If the car park is full, club staff are permitted to drive in to drop-off their equipment but must then drive off-site again and park off-site.
- cannot enter during restricted times unless permission is granted, and if so must adhere to the rules as above.

### Responsible Parking:

All vehicles must be parked responsibly in a marked bay. The rights of other drivers and pedestrians must be considered at all times. Drivers must avoid restricting access to the site and/ or other vehicles.

### Mobility Scooters Access:

Please alert the Leadership Team in advance should you require access to any part of the school site via a mobility scooter. This can be done via phone contact on 01489584180 or via email on [adminoffice@locksheath-inf.hants.sch.uk](mailto:adminoffice@locksheath-inf.hants.sch.uk)

**Revoking previously agreed permission:**

The School reserves the right to revoke access to the school site for drivers who do not adhere to our policy, demonstrate irresponsible driving\* or who demonstrate other antisocial behaviours. A driver will no longer be able to access the site once the permission has been revoked.

\* Irresponsible driving will be decided at the school's discretion and may include excessive speed, reckless driving and / or causing an obvious obstruction through parking or waiting. This definition is not exhaustive and any incident where safety is compromised by a driver's behaviour will be considered irresponsible. The Leadership Team will investigate and manage any reports of irresponsible driving and inform users in writing as soon as reasonably possible that their permission has been revoked.

**Exceptions:**

One-off access to the site without written permission may be granted in exceptional circumstances, for example, when a parent has been asked by the school to collect a sick child from the school. However, parents who have appointments or meetings with school staff during or after the school day must park off site and walk in to school.