James Rennie School
Learning together

Site Traffic Management Plan

DATE: September 2026

(Next review date: reviewed annually *September 2028*)

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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, delivery personnel, transport operators (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

We take the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when on 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's management team without delay.

Although the issue of congestion and parking is not something that can be easily addressed by the school (see Section 11) we will try to influence the behaviours of our school community through reminders/newsletters, work with local community groups, and participation in road safety programmes. We can only take action if traffic is causing a danger/obstruction to the school site, but we will report any safety concerns to the Area Highways Team/Police as required.

We will carry out relevant risk assessments and have suitable procedures in place to support site safety and security – such as home to school transport and vehicle and pedestrian separation, contractor site safety instructions etc.

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

Copies of this document will be communicated to staff, pupils, parents and carers. Copies are also available from reception and on the school website: School Policies - James Rennie School

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:

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James Rennie School, California Road, Carlisle, CA3 0BU

Call Us:
01228 554280

Email us:
adminoffice@jamesrennie.cumbria.sch.uk

2. School layout/access

Key:

= No staff parking at any time (these areas are reserved for taxis and buses)

= One-way systems in place (please read below for details)

Staff car parking only

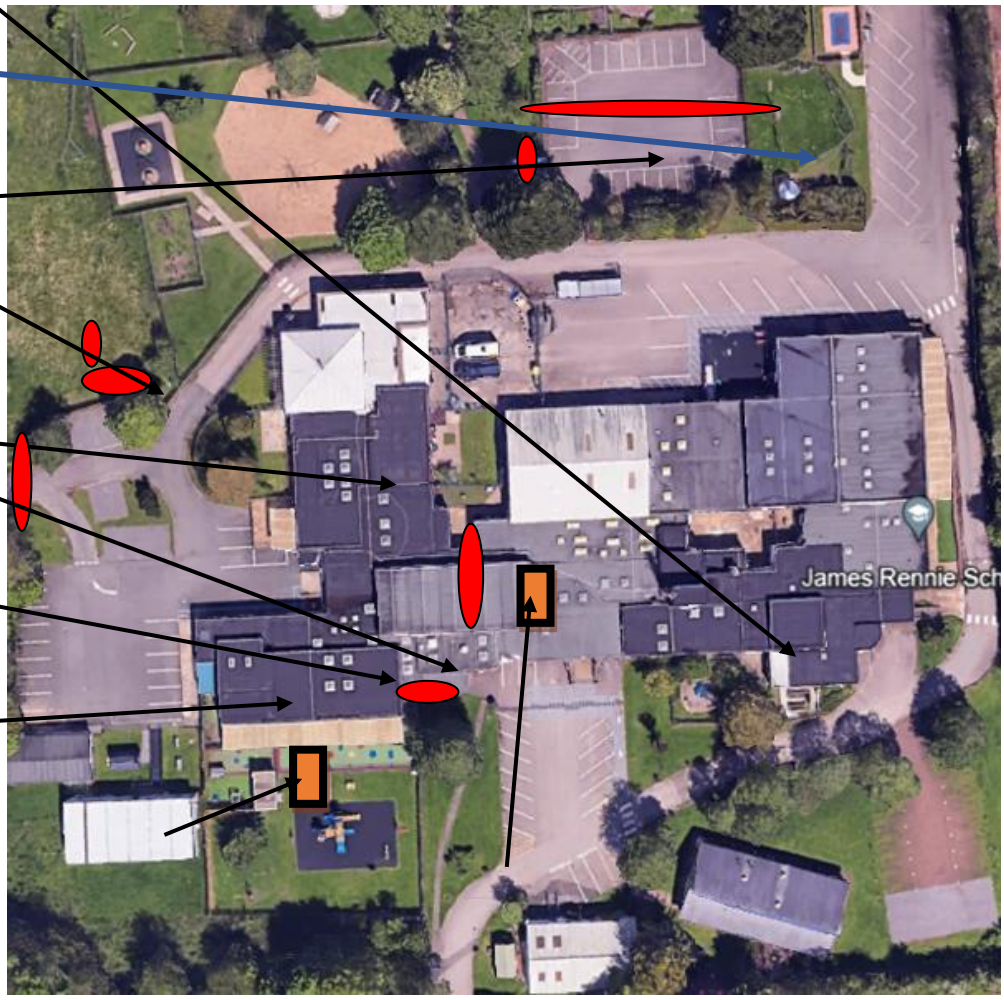
Control Gates

upil / exit

d bays

car

an e



All site one-way system in place between:

am – 8.40am to 9.30am
pm – 3.00pm to 3.40pm

Permanent one-way system after this point

3. Pedestrians

- Pedestrians may only access the school from the designated entry points.
- Pedestrian routes will be clearly marked/signed with "**10 mph**" vehicular speed limits in place.
- Physical barriers separate pedestrians from vehicle movements where this has been deemed necessary.
- Clear blue lines of demarcation show safe pedestrian routes where pavements are not in place

Designated entry points

Pedestrians should enter by the *main gate from California Road and follow pedestrian path.* The vehicular access must not be used by pedestrians. Entry into the school building is through the main entrance.

4. Pupils

It is very important that all people on site set a good example to others, particularly in the spirit of being a safe school. There are a number of site-related issues people should be aware of:

- **Entry into the school grounds via vehicular access points (school car parks, bus parking and the service area) is strictly forbidden.** Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- All must follow the instructions of staff and be aware of the following:
    - Buses / taxis must be at a complete stop within a clearly marked bay when dropping off or picking up pupils.
    - Before pupils disembark the drivers and passenger assistants must wait for a member of school staff to acknowledge them and inform them we are ready for the pupils.
    - Only use the paths identified around the bus lane. No one should cross the bus lane as a pedestrian to access the pavements on the perimeter of the school. To access the bus lane please use the footpaths.

- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- When walking on site please remain on pedestrian walk ways

5. Staff

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 via the school reception or to a member of the school leadership team who will inform/remind the offending driver of the correct use of the site.

Please use the dedicated parking bays as marked.

Drop-off

It is essential that class teams support the collection of our pupils during drop off times. Staff from each class must be ready to begin collecting pupils from transport by 8.45am with the first pupils being collected at 8.50am.

Staff who are collecting pupils must be visible by wearing hi-vis vests.

When collecting pupils' staff must remember to check for any medication that pupils might have with the passenger assistants.

Pick-up

Class teams need to support our pupils so that they are ready to be escorted to their taxis in line with the pupil's wave times. Unless otherwise agreed this should not be before 3.10pm. NB: if a pupils departure wave is 3.10pm then that pupils should be ready in class to depart at that time.

Staff who are supporting pupils to their transport must wear a hi-vis vest.

Staff must communicate with passenger assistant with regards to any medication the pupils are carrying.

Staff allocation

A nominated staff member will be responsible for running each collection and drop off point within school.

An additional nominated member of staff will support the flow of traffic through the big blue gates at upper school as per below:

Mornings:

Wave 1 – let through between 8.45am and 8.50am
Wave 2 – let through between 8.55am and 9.00am
Wave 3 – Let through between 9.05am and 9.10am

Afternoons:

Wave 1 – let through between 3.05pm and 3.10pm
Wave 2 – let through between 3.15pm and 3.20pm
Wave 3 – Let through between 3.25pm and 3.30pm

Any Transport out of these times will be asked to use our front main entrance.

In order to support this every class team is asked to release as many staff as they can to support each door in both the mornings and evening.

6. Visitors

Visitors are welcome to park on the school grounds but should only use the car parks as illustrated in Section 2. The car parks are often busy, but 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.

Access into the school is only permitted via the main entrance. All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, they should be asked to call the school reception on 01228 554280.

7. 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 in the main building to advise on the nature of their visit and get clarification as to 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 where they are parking at the time.

The school actively **discourages** deliveries at the following times: 08.30-09.20 hrs., 14.45-15.40 hrs. when pupils are on the grounds and out of the buildings, in order to reduce the likelihood of any accidents.

Where a contractor is on site to carry out works by prior arrangement, they should call the school reception in advance to agree the most suitable parking location and time.

Drivers should be aware that they are working in a school environment, and exercise extreme caution and be vigilant when carrying out vehicle manoeuvres on any part of the school grounds.

8. School buses/taxis

Operators that enter the site to drop-off / collect pupils should only access the site between **8.45am and 9.15am for drop off**, and between **3.05pm and 3.35pm** for collection unless otherwise agreed between the school and school transport.

All operators are asked to keep to their allocated Wave time (pick-up and drop off times) to help with the flow and safety of the site. All Operators must use the one-way system at all times entering the school site via the main entrance and leaving via the back lane. The site has a 10mph speed limit that for safety must be adhered t

The bus or taxi must come to a complete stop, switch off the engine, and wait for instructions from school staff before allowing any pupils to board or disembark.

In the **morning**, drivers must remain stationary until all pupils have safely cleared the vicinity of the bus/taxi lane. In the **afternoon**, drivers must wait until all pupils are on board. Only then should drivers exit the bus park, following the agreed departure route and strictly adhering to the 10mph speed limit.

Please note: **Pupils remain the responsibility of transport operators** until they are formally handed over to a member of the school staff at drop-off. At collection, responsibility returns to the operator once school staff have handed the pupils over.

Pupils are reminded about good conduct around the bus park. 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.

Drop-off

In order to manage the site safely, transport and taxis must operate to their allocated wave times. This is in order to reduce congestion and risk.

- Transport must not arrive on site if they are going to be 10 minutes ahead of their allocated wave times.
- Transport staff must not open any school gates that are closed. School staff will open gates at the appropriate times. This will help to ensure the safety of any staff, pupils and visitors who might be using, or transitioning, between school and the outdoor play areas. (Please see staff in main entrance if there is a need)
- All transport must park in allocated bays / areas
- No pupils are to disembark from transport until they are stationary with engine off and a member of school staff has acknowledged and informed them the transport driver / passenger assistant that it is safe to do so.
- Drivers must be highly vigilant when driving on site for any pedestrians
- Drivers must follow the site one-way system
- Drivers must keep to the site 10mph speed limit
- The flow of traffic through the site will be controlled via the gates entering upper school area

Pick-up

In order to manage the site safely, transport and taxis must operate to their allocated wave times. This is in order to reduce congestion and risk.

- Transport must not arrive on site if they are going to be 10 minutes ahead of their allocated wave times.
- Transport staff must not open any close school gates. (Please see staff in main entrance if there is a need)
- All transport must park in allocated bays / areas
- No pupils are to disembark from transport until a member of school staff has acknowledge and informed them the transport driver / passenger assistant that it is safe to do so.
- The flow of traffic through the site will be controlled via the gates entering upper school area

Transport Access and Drop-Off Procedures

Transport operators will be allocated a designated drop-off point at either the Upper School door or the Lower School door.

To ensure the safe and efficient flow of vehicles on site, transport will be permitted through the control gates in line with scheduled wave times and the safe working capacity at each door. Please refer to the site diagram in *Section 2: School Layout/Access* for further details.

Please note: This process may result in transport vehicles queuing at the gate. We ask all drivers to remain patient, respectful, and understanding while waiting.

Any instances of abusive or unsafe behaviour will be addressed through school procedures and reported to Council Transport.

9. Contract hire services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Cumberland Council as part of the terms of the home to school transport contract.

10. Disabled access

Pedestrian access is by the main front entrance. Both sets of doors are operated automatically, but they will not open until the buzzer is sounded.

Parking

There are four disabled bays in the car park. These spaces are clearly marked out on the road surface and with signs. Access to the disabled parking bays is marked on school site map.

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

11. Outwith the school grounds

The school accepts that parking near the school is not easy. *California Road* is in constant use during the day. Parents/carers are encouraged not to park near the school and instead walk the remaining distance with pupils if they park further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points *as shown on site map.*

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 happen if views are obstructed or pedestrians have to walk between parked vehicles. In addition, the roads can become congested, which results in frustration and delays to services and ongoing journeys.

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

12. Management practices

Key to the ongoing monitoring of this plan is the role of school managers and other staff. All school employees 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.

Gritting plan

The site has a winter gritting plan in place. This will ensure that there are suitable stocks of grit/salt, and that arrangements are made for priority routes on site to be gritted during inclement weather. This will be communicated, together with any entrances/routes not to be used, e.g. those that cannot be effectively gritted or made safe.

Supervision

Staff will provide daily supervision around *drop-off and pick-up areas* at the start and end of the school day. School staff will be providing limited monitoring of the vehicular access to car parks. High visibility waistcoats will be worn when carrying out traffic management monitoring duties.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the *Senior Management Team* will carry out regular monitoring inspections to view traffic management practices. These inspections will be recorded on the **'Monitoring Form**' (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated to the *School Business Manager*. The *Headteacher* will be responsible for addressing the conduct of all where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance, these will be recorded on the form by those monitoring the site and escalated to the Management Team so that appropriate action can be taken.

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

Incident reporting

Please note that all accidents/incidents involving adults, and significant pupil incidents which occur on school sites and as part of school activities off-site, are reportable to Kym Allen Health and Safety Consultants and may result in investigative action over and above that of the school, e.g. by the Health and Safety Executive or Cumberland Council.

Appendix A - Traffic Management Plan weekly site monitoring form

Completed by: Senior Management Team

Date	Area	Observations	In the case of an accident/incident, was the relevant form submitted to School Health and Safety Co-ordinator? Yes/no	Signed by