



# Traffic Management Plan 2024-2025

### AIM

This plan is for both pedestrians and those with vehicles attending the site. Its aim is to provide information around the school procedures on pedestrian and vehicle management.

All users of the site should follow these procedures to reduce the risk of injury whilst on site and in its vicinity.

Any concerns about traffic safety on site should be reported to the school. Concerns about traffic outside the school premises but within its vicinity should be reported directly to the London Borough of Bromley.

### ENTRANCES



### SCHOOL TIMES

School Office:	8.00am to 4.30pm
EYFS:	8.30am to 3.00pm
KS1:	8.35am to 3.05pm
KS2:	8.40am to 3.10pm
Provision:	8.45am to 2.55pm

### ACCESS

#### Pedestrians

Pavements and pathways around the vicinity should be used at all times and pedestrians should avoid spilling onto the road. Those 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 (i.e. staff car park entrance) that will be in use during peak times and should exercise caution.

Pedestrians should follow the local footpaths and enter the school site using one of the following entrances:

- Main entrance (along Tillingbourne Green)
- EYFS entrance (along Tillingbourne Green)
- Poverest Road entrance (via Adult Education building accessed by Poverest Road pedestrian gate)
- Bottom entrance

The bottom entrance is not accessible outside of normal school drop off and collection times.

The EYFS and Poverest Road entrances are also used by Tiddlywinks Nursery. As their drop off and pick up times vary from the school's, these gates may remain open for extended times depending on their drop off and collection times. Once the rest of the gates are closed for the school day, Tiddlywinks are responsible for ensuring these gates are locked outside of their drop off and collection times.

Anyone entering the school outside of gate opening times (such as children arriving late or being collected early) should ensure they close the gates behind them.

## **Children**

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

- Access to the school is via their allocated entrance (this will depend on their year group).
- Gates should remain closed throughout the day as it poses a security risk. Children and staff are encouraged to remain vigilant and keep the gates closed wherever possible.
- When entering the school grounds pedestrians should walk. Scooters and bicycles should not be ridden on school grounds. This will avoid accidents and will make everyone more aware of what is happening around us.
- Anyone arriving at school by bicycle or scooter must enter the grounds via their allocated entrance and take their cycles and scooters to their allocated storage area, leaving them stored tidy and safely.

For children who attend a breakfast, after school or holiday club and who are dropped off or collected by their parents/carers:

- Cars should not park on the zig zag lines during the stated times.
- All children and parents/carers should enter the school via the main entrance.

Taxis bringing children to the Additionally Resourced Provision (ARP) should enter and exit via the appropriate gates (see layout above).

## **Poverest Road Entrance**

Staff should be made aware that users of Bromley Adult Education Centre (BAEC) may try to enter the school premises, particularly via the Poverest Road entrance which is situated within their grounds. This gate is situated on Poverest Road and provides access to a path leading to both the BAEC and the school. The Poverest Road entrance is strictly for pedestrian access only. The vehicle entrance and car park belongs to the BAEC and is not for school use. Any vehicles accessing this area are trespassing.

## **SCHOOL STREET CLOSURE**

A street closure has been put in place by London Borough of Bromley. Therefore Tillingbourne Green is closed at its junction from Church Hill Wood from 8.20-8.50am and 3.10-3.30pm each school day.

A supervised barrier is in place during these times and moved to allow access for emergency services, disabled badge holders and children with a school issued access pass (these passes should be renewed at the beginning of each term).

Those given access to the school street should drive slowly, bearing in mind that some pedestrians may have little or no awareness of road safety.

## **CAR PARKS**

The school has 2 staff car parks:

- EYFS car park
- Main car park

Both car parks are accessed via Tillingbourne Green and are for staff and school organised contractors.

Drivers should proceed slowly within the car parks as some pedestrians may have little or no awareness of road safety.

Staff are expected to act responsibly when using and parking in the car park.

Children and parents/carers should not enter either of the car parks. The EYFS car park runs alongside the pedestrian path, parents/carers should ensure that their children do not walk, run or otherwise use the driving/parking area.

## **VISITORS**

We ask that visitors park off-site. Access into the main school car park is only permitted from the main reception. The EYFS car park is not accessible during the school day unless the member of staff inviting someone to park there manually opens/closes the gate for them.

All visitors must report to the main reception and sign in before going anywhere in the school. When signing in, visitors are provided with safeguarding and fire procedures. On departure, visitors should sign out and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please contact the school office on telephone number 01689 816 060.

## **SERVICE VEHICLES AND DELIVERIES**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to main 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.

## **COACHES**

Parking for coaches is very difficult due to the parking restrictions along Tillingbourne Green, therefore staff booking coaches should request the site staff to place some cones along an available parking area in Tillingbourne Green (area to be specified by staff member placing the booking).

The coach should be at a complete stop before allowing children to get on or off the bus.

## **DISABLED ACCESS**

Pedestrian access is via the main entrance.

If visitors, staff or children require information on access, they should contact:

- ARP children drop off/collection access – Mrs Mills
- Staff or visitors – Mrs White

## **OUTSIDE THE SCHOOL GROUNDS**

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements or the field, double parking, stopping on any yellow lines or corners, zig zags, obstructing access points and parking near junctions causes danger to children, staff, parents/carers 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.

Please act responsibly by parking as far away from the school as possible to keep everyone at Poverest, local residents and other road users safe. Emergency Services need to be able to access the school and surrounding houses at all times.

## **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.

This plan will be reviewed annually for each academic year.

There is supervision at the end of the school day by senior leaders, class teachers and/or support staff around the playground as the children are being dismissed.

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

Issues arising with vehicle access will be dealt with or escalated by a member of the Senior Management Team. The Senior Management Team will be responsible for addressing the conduct of those not following 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 Headteacher and the Board of Governors, which may result in investigative action.