



Woodlands Primary School Formby
Working together, achieving more

Car Parking Policy

Reviewed December 2022
Next review date December 2025

Woodlands Primary School takes the health, safety and welfare of its pupils, staff, governors and visitors seriously. This policy has been created in consideration of the varying needs of staff, parents/guardians and visitors.

Whilst the school cannot control parking outside of its boundaries, we ask that people attending the school park their vehicles with consideration for the safety of pedestrians, other road users and the immediate community. The white zig zags, double yellow lines and school entrances should be kept clear at all times.

Parents/Guardians

- Parking within the school car parks is restricted to staff and official visitors only.
- Parents/guardians should not use the school car parks for dropping off or picking up children at the beginning or end of the school day, unless this has been agreed by prior arrangement, or they are dropping off a disabled child.
- In exceptional circumstances, parents/guardians are permitted to pick up their children in the car parks once school is in session (after 9am or before 3:00pm), if for example they are picking up an ill child.
- No vehicle other than emergency vehicle should park on the double yellow lines in the car park.
- Pupils should use designated paths and walkways wherever possible, provided for their safety. They should not walk, cycle or use scooters through the car park or across parked vehicles where vehicles could be moving. This is more prevalent at the start and finish of school.
- The Headteacher, a member of SLT or the Site Manager reserve the right to ask you to move your vehicle at any time if it is deemed to be parked in breach of this policy.

Staff and Official Visitors

- All cars must be parked in marked bays.
- The school accepts no responsibility or liability whatsoever for any damage caused by any means to vehicles parked on school grounds, their contents or persons travelling as passengers or drivers.
- Staff and visitors who have parked in the school car park are responsible for ensuring that the Site Manager is informed of the vehicle's make, colour and registration number. Staff should advise the Site Manager if they change their vehicle permanently or come in an alternative vehicle. If staff regularly or occasionally use more than one vehicle the details of all vehicles must be registered.
- If staff intend to leave vehicles overnight or over the weekend, it must be arranged with the Site Manager.
- Staff must not park on the double yellow lines and should leave the disabled bay free for disabled visitors.
- The Headteacher, a member of SLT or the Site Manager reserve the right to ask people to move their vehicle at any time if it is deemed to be parked in breach of this policy.

Hours of Use

- The car park will be open from 7:30am until 6:30pm Monday to Friday and locked at all other times.