

Parking at School Policy

Thomas Jolyffe Primary School

To be the best we can be!



Approved by: Philippa Liversidge

Date: September 2026

Last reviewed on: September 2025

Next review due by: September 2027

Car Parking Guidelines

This policy has been produced to help ensure the safety of all children and pedestrians when waking on the school site and for staff, visitors, parents and carers, children, and staff at Thomas Jolyffe Primary School Primary School and we are grateful for your full cooperation.

- All school staff are allocated a parking space in the school car park. Staff display a Staff Parking permit at all times whilst in the car park in the dashboard of their car. This is to monitor use of the car park by all users. This must only be used during their hours of work, not picking up or collecting children.
- Clopton Nursery have a maximum of 10 spaces allocated to them. These spaces are in front of the Nursery and along the side of the hedge next to their outside area. Clopton Nursery Staff have a parking permit that must be displayed at all times whilst parking on site and must only be used during their hours of work, not picking up or collecting children.
- All visitors who have parked on the school site will be asked to leave their registration number when they sign in.
- Parents/Carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times. We always encourage pupils to walk to school or to come by bike and we urge you to encourage this where possible to minimise parking problems but more importantly to protect the environment for your children and hopefully your children's children.
- Pedestrians entering our site must use the allocated pedestrian paths. Pedestrians are to keep to the pathways and not walk across the car park area.
- Children are permitted to ride bicycles and scooters to school and use the bike racks for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site and walk with their bicycle/scooter on the pathways. They are not to cross the car park or use the roads within the school site.
- For those Parents/Carers who choose to come to the school by car, we politely request that you do not to enter the school car park when dropping off or collecting children from school. For obvious safety reasons it is the school's Governing Body's Policies not to have children walking amongst moving vehicles. These measures are for the safety of all those who attend our school.
- The school car park must not be used between the hours of 8:30am and 4:30pm, whilst pupils are in school or engaged in a before or after school club. The school car park is NOT available for parking without prior arrangement.
- The car park gates will be closed every day other than for access for kitchen deliveries or collections of recycling and waste. Entry to the car park will be managed by the office staff using the intercom systems between 8:30am and 4:30pm.

- Staff will have access to the car park using their Paxton fobs to enter the car park.
- All vehicles leaving the car park must do so through the exit gate as the car parking system is one way only.

Car Parking Permits for families in exceptional circumstances

Although we ask parents/carers not to use the school car park, we do understand that there are some exceptional circumstances for our families. We do have limited spaces available for a small number of parents and have to view these in order of priority. For example, it may be that they have disability badge which enables parking closer to school. This has to be for the child or the parent and if the person for whom the disability badge is for is not in the car we will not allow access to park in the car park. We ask this badge is shown to the office to enable parking entry.

From time to time, there may be another reason why parking closer to school is necessary and we will consider these under exceptional circumstances. Whilst we will always endeavour to meet the needs of our children and parents, restrictions on parking on the school site means that tight restrictions have to be in place and we will consider requests on an individual basis for a fixed amount of time only. Permission will be given at the Headteacher's discretion and a permit will be issued if deemed appropriate.

Any permission given for other exceptional circumstances is only for a limited time only. This will be reviewed on either a two- or four-week basis depending on the exceptional circumstance. When requesting any permit for parking, we ask that parents/carers agree our Parking on School Grounds Agreement (below)

Parking on School Grounds Agreement

Parents/carers who are granted permission to use the car park must still gain access by using the gate intercom system. They must hold their parking permit to the screen for the office staff to view and keep in their car on display at all times while in the car park.

- When dropping off or collecting children, if the parent/carer is physically unable to get out of the vehicle for whatever reason, then the office staff will be happy to escort your children from or to the car (prior arrangement only).
- Permit holders will use the permit only for the purpose it is issued, i.e. dropping off or collecting children from school.

- The permit must be surrendered back to the school if or when the pupil(s) are no longer attending Thomas Jolyffe Primary School or if the driver's health condition/circumstances for granting permission changes/improves.
- Thomas Jolyffe Primary School cannot guarantee a parking space at all times.
- A 5 mile per hour speed limit applies throughout our site.
- All drivers must exercise due care and attention when driving and maneuvering in the car park.
- The disabled bay is only to be used by registered disabled badge holders.
- There is to be no parking on designated walkways, double yellow lines, kerbs or grass verges.
- Access for emergency vehicles must be maintained at all times.
- Users of the school car park do so at their own risk. Thomas Jolyffe Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.
- All users of our car park are to be polite and courteous at all times. Please give consideration for other users of the car park.
- All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school.
- In the event of any incident in the school car park, governors will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.
- Use of our car park under exceptional circumstances will be regularly reviewed (either a two or four week basis). Parking on the school site is a privilege and not a right. This may be withdrawn by the school if we feel that the safety of the children is being compromised by inappropriate use of our car park.
- Parents/carers that have permission to use the car park will have the permission revoked if they are travelling with other able passengers to collect their children.
- As part of the application, parents/carers are asked to sign the Parking on School Grounds agreement (see Appendix 3).
- Evidence of medical procedures or a blue disabled badge may be required.

Parking outside School

Please observe the parking regulations outside the school grounds. Please be courteous to our neighbours and don't block the road or park in a way that causes an obstruction or increases hazard to other road users or pedestrians. We have yellow zig zag no parking zones outside school. Parking on these lines between the hours on the time plates is prohibited and you can be reported and fined for parking here. Please think about the safety of our school community at the busy drop off and collection times.

Appendix 1 - Parking on School Grounds Agreement

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- Permit holders will use the permit only for the purpose it is issued, i.e. dropping off or collecting children from school.
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- All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school.
- In the event of any incident in the school car park, governors will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.
- Use of our car park under exceptional circumstances will be regularly reviewed (either a two or four week basis). Parking on the school site is a privilege and not a right. This may be withdrawn by the school if we feel that the safety of the children is being compromised by inappropriate use of our car park.
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- Evidence of medical procedures or a blue disabled badge may be required.

Signed _____ Date _____

Appendix 4 - Application for Parking Permit

Parents/Carers who require car park access are invited to complete the following application form providing details of the exceptional circumstance and why the use of the car park is needed. Please read the attached Policy and sign the Parents Parking on School Grounds agreement

Please complete/print clearly:

Parent/Carer Name	
Parent/Carer Address	
Parent/Carer Contact Number	
Parent/Carer Car Make and Model	
Parent/Carer Car Colour	
Parent/Carer Car Registration Number	
Child(ren) attending Thomas Jolyffe Primary School and their classes	
Reason for Requesting Car Park Access (Please provide any supporting evidence)	

I have read and agree to abide by the Parking at School Policy:

Signature: _____ Date: _____

Office Use Only

Date received:	By whom:
Date passed to Headteacher:	Decision by Headteacher: Permit granted YES/ NO
Comments:	
Signed:	Date:

Permit number:	Date issued to Parent/Carer:
Review date (2 weeks):	Decision at review: Permit further granted YES/ NO
Comments and next review date:	
Signed:	Date:

Copy to Parent/Carer and Copy in Car Park Permits File September 2026