

**Holme Grange School**  
**incorporating Little Grange Nursery**



## School Traffic Management Plan

<b>Date:</b>	<b>Amendment:</b>	<b>Reviewed by:</b>	<b>Authorised by:</b>
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<b>6<sup>th</sup> March 2019</b>	<b>Reviewed and revised</b>	<b>C Plumpton</b>	
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# Holme Grange School



## Site Traffic Management Plan



**Manager with responsibility for Traffic Management Plan:**

**Head of Operations & Estates**

**Contact No 0118 978 1566**

**Contact e-mail** [c.plumpton@holmegrange.org](mailto:c.plumpton@holmegrange.org)

## **Contents**

### **Section**

1. Introduction
2. Layout / Access (School Plan)

### **Areas to consider when completing a School Traffic Management Plan**

3. Environment
  4. Pedestrians
  5. Students
  6. Staff
  7. Visitors
  8. Servicing / Deliveries
  9. Coaches/Mini Buses
  10. Disabled Access
  11. Vehicles & School Buses/Taxi Services
  12. Management Practices / Guidelines
    - Supervision
    - Monitoring of compliance against this plan
    - Non-compliance
- Annex A      Daily Rolling Site Monitoring Form (To be held in the Bursary)
- Annex B      Weekly Site Monitoring Form

## **1. Introduction**

This document has been prepared to inform and instruct employees, pupils, parents and others who come on the site, including visitors (both pedestrian and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Holme Grange School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in 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 management team.

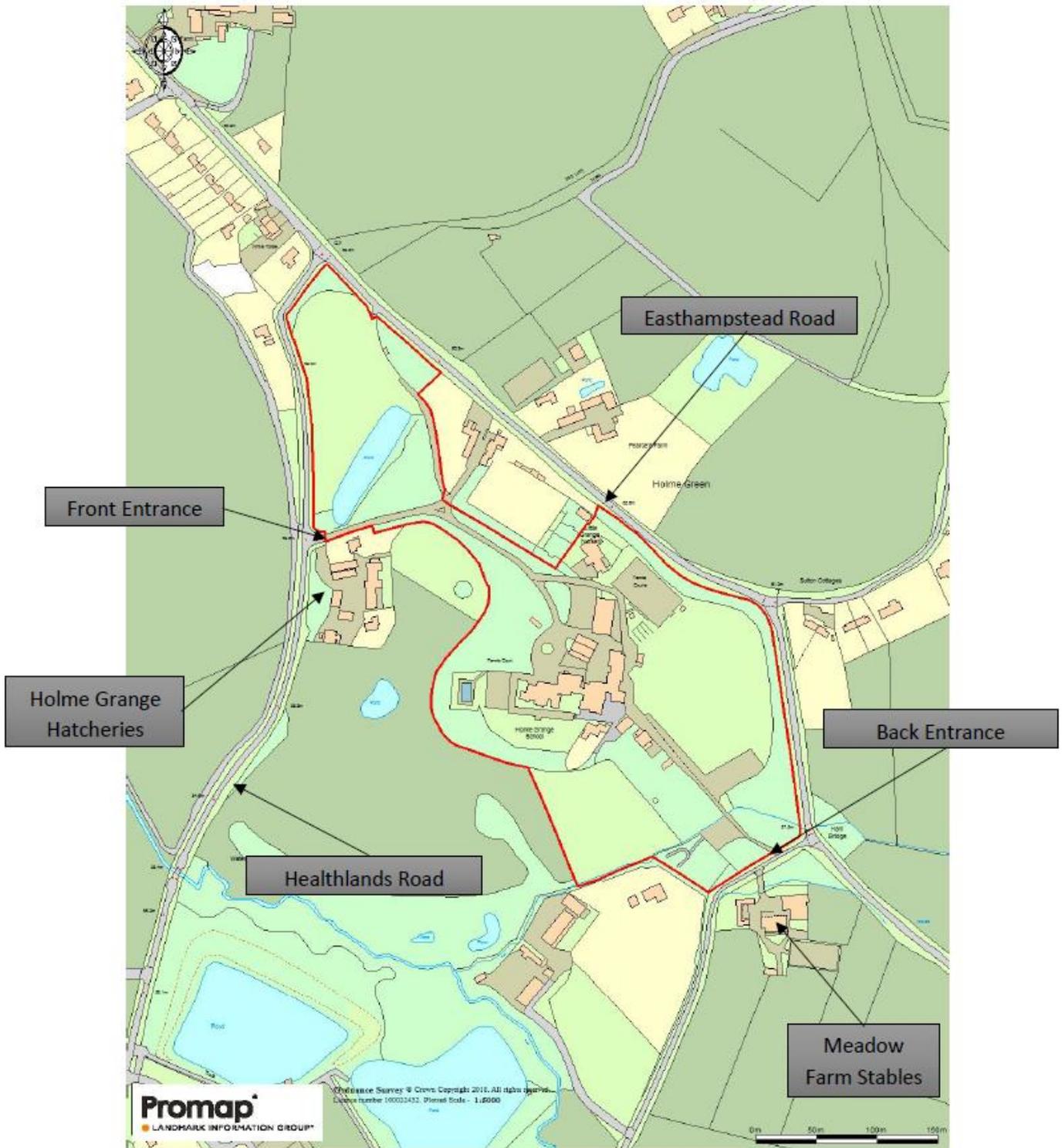
We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

The Holme Grange School Site Traffic Plan can be found on the school website [www.holmegrange.org](http://www.holmegrange.org) or hard copies can be supplied from the Bursary.

This document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

## 2. School Layout/Access





### 3. Environment

Holme Grange School is situated between Easthampstead Road, Heathlands Road, to the south of the fork where the roads converge. The surrounding area is rural and largely comprises of arable farmland with some residential uses.

Abutting the site to the west is Holme Park Game Hatcheries and to the south is Meadow Farm Stables. To the north of the site, lining the west side of Eastampstead Road, there is a string of large detached

and semi-detached houses as well as a public house. Additionally, there is a large private residential property situated in between the Holme Grange Nursery and the school's north playing field.

Surrounding towns include Bracknell, 2.5 miles to the east, Farnborough 7.5 miles south and Reading 7 miles to the north-west.

#### **4. Pedestrians**

There is a pavement running along Easthampstead Road from the railway crossing towards the school up to the T-Junction where it stops and you have to cross the road and enter the school via the front field.

Pedestrians are advised to use the pedestrian gate to the left side of the front gate and not through the vehicle entrance to the school site. Once pedestrians have entered the school they are to move down the path towards Little Grange and cross the road and carry on towards Caudwell Hall and enter the playground via the fenced gate.

#### **5. Pupils / Students Drop Off (8 – 8:30am)**

##### **Little Grange**

Are dropped off at the front of school by the playground next to Caudwell Hall and are met by Nursery Staff and then taken to Caudwell Hall. Once there is a large group they are then taken to Little Grange.

##### **Reception**

The drop off area is manned from 08:30 until 08:45am, once the children have been taken from the cars they are taken to Reception playground and then to the classrooms where the class teacher will be waiting for them.

##### **Years 1 and 2**

The drop off is manned from 08:00 – 08:30am, Year 1 are dropped off just before Reception drop off, the children then follow the footpath to the rear of Year 1 and enter the classroom via the emergency stairwell where the teacher will be waiting for them.

Year 2 are dropped off at the front of the school which is manned at the same time as year 1 and go directly into the main school via the front door and make their way to their classroom on the first floor where the class teacher will be waiting for them.

##### **Year 3 and 4**

The drop off is manned from 08:00 – 08:30am, and they are met at the side of the playground and guided into the playground by a member of staff. They then make their way to the classroom where the class teacher will be waiting for them.

## **Prep Years 5 – 6**

Parents are to drop their children off on the back drive by the cricket pavilion where there will be members of staff on duty from 08.00 – 08:30am. Pupils then make their way to the classroom where the class teacher will be waiting for them.

Any pupil who has siblings in the school, may be dropped off at the rear drive drop off zone.

## **Eaton Grange Year 7 – 11**

The children are dropped off in the Eaton Grange drop off zone which is by the side of Eaton Grange on the back drive where there will be members of staff on duty from 08:00 – 08:30am. Pupils then make their way to the classroom where the class teacher will be waiting for them.

Pupils in the senior years can be dropped on Redlake Lane and make their way via the ford to the rear gate. Pupils walk to the school buildings via the designated pathways and can enter the buildings from 8am.

## **Pick Up (3:30 - 6pm) At the end of the school day**

**Little Grange** (4pm) from the playground at the front of school (Staff will walk the children to the car and Parents are not to get out of their car)

**Reception** (3:35pm) from the Reception car park (Staff will walk the children to the car and Parents are not to get out of their car)

**Pre Prep** (Year 1, 3:50pm, Year 2, 4:05pm) from the front of school, if the child is in holding pick up will be 4:20pm (Staff will walk the children to the car and Parents are not to get out of their car)

**Prep 3 & 4** (4:15pm) will be in the playground in front of the school (Staff will walk the children to the car and Parents are not to get out of their car)

**Prep 5 & 6** (4:20pm) will be dismissed by their form teacher from the drop off zone on the back drive. (Staff will walk the children to the car and Parents are not to get out of their car)

**Eaton Grange** (4:35pm) will be dismissed by Eaton Grange drop of zone (Staff will walk the children to the car and Parents are not to get out of their car)

## **Pick up after end of school Activities or Prep**

**Little Grange & Reception Pupils** (5:30 – 5:40pm) from the school playground (Staff will walk the children to the car and Parents are not to get out of their car)

**Year 1 & 2 – Chill Out** – we will be collected from the front of school, Pupils engaged in after school activities other than Chill Out will be collected from the playground at 5:30pm (Staff will walk the children to the car and Parents are not to get out of their car)

## Prep School

**Activities** – finish at (5:30-5:40pm) and children will be taken to the drop off zone and picked up (Staff will walk the children to the car and Parents are not to get out of their car)

**Prep (Homework)** (5:30 – 5:55pm). Children will be walked to the drop off zone (Staff will walk the children to the car and Parents are not to get out of their car)

**All children should be collected by 6pm. Any child not collected by 6pm will be taken to the front office from where parents collect and/or contact can be made with late parents.**

## Eaton Grange

### Pick up at the end of the day:

At end of school day (4:30pm)

For pupils in Eaton Grange, arrangements remain the same. Students can be collected from the Eaton Grange drop off zone on.

### Pick up after end of school Activities or Prep

**Activities** – finish at (5:30 – 5:40pm) so students can be picked up at the drop off zone on the back drive at this time (*please allow a little time for them to get to you as the activity will finish at 5:30pm and they then need to make their way there*)

**Prep (Homework)** (5:30 - 5:55pm) Students are now responsible to take themselves to the pick-up area, however, we do not allow students to wait for any lengths of time to be collected. Therefore, we would ask parents to advise the form tutor what time you will be collecting when your child is on Prep and this will be communicated to the member of staff on duty. Students will be asked to sign themselves out and note the time they leave Prep.

**Any child not collected by 6pm will be taken to the front office. Any Eaton Grange pupil still at the shelter (6pm) will be sent back to the main school where they can be collected and wait inside safely.**

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

- Pupils found to be not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action
- The school bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
- Only use the identified pavement/pathway areas around the drop zones. To access the school Drop off Zone please use the appropriate footpaths / Zebra crossing.
- All pupils using a school bus sign and agree to the Minibus Code of Conduct. This ensures appropriate behaviour and that vehicles can move off on time and the journey is comfortable and safe for all.
- When using the footpaths-walk! This will avoid accidents and will make you more aware of what is happening around you.
- Entry to the school from Redlake Lane you must use the foot bridge via the bus shelter at all times.

## **6. Staff**

There are 3 areas for staff parking equating to 140 spaces

- a. Willow Village
- b. Front of School
- c. Little Grange

Drivers should proceed slowly within the car parks at all times and obey the 5 mph speed restriction. Please bear in mind that some young people and some students with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of staff parking, this should be reported via the school reception or the Senior Management Team who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply reception with their registration number so that you can be contacted in the event of a problem arising. There should be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicular / school buses access at the front / rear of school .

## **7. Visitors**

Visitors are welcome to park on the school grounds, but only use the car park at the front of school noted in illustrated in Section 2. The car parks are often busy and visitors should only use a proper parking bay: this will allow unrestricted movement of other vehicles during the school day or at peak times.

Access into the school during the day (between 9am and 3pm) is only permitted from the main drive via the front gate which comes off Heathlands Road illustrated in Section 2. Visitors are required to sign in via main reception where a pass will be issued. On departure, visitors must sign out at the main reception and leave via the main entrance door.

Visitors should proceed slowly within the car parks at all times and obey the 5mph restriction.

If visitors require any advice on access or parking before their visit, please call the school reception on 0118 978 1566.

## **8. Service / Deliveries**

Drivers of service vehicles (If they have not been on the site before or obtained instruction in advance) should report to the main reception desk at the main entrance 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 or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 0118 978 1566 in advance to agree the most suitable parking location.

## **9. Coaches / Mini Buses**

Where coaches / mini buses enter the school site to collect or deliver passengers (pupils from HGS) the contractor will be informed of the management plan. This plan gives concise information regarding parking etc. in relation to Holme Grange School parking area. The pupils accessing buses, mini buses on site will be closely supervised and monitored by staff.

## **10.Disabled Access**

Disabled access to the site is by vehicle only and the disabled car spaces are clear marked at the front of school. If visitors, staff or pupils require information on access or any other considerations please contact the school reception in the first instance on 0118 978 1566.

## **11.Management Practices/Guidelines**

Key to the ongoing monitoring of the plan is the role of the school Operations & Estates Manager. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

## **12.Supervision**

The Senior Management Team will be responsible for ensuring that school staff are on duty at the designated times and are supervising the pupils on arriving at the school. The Senior Management Team will arrange for daily supervision around the school drop off zones and playground at the start of the school day. Maintenance staff will be providing limited monitoring of the vehicular activity around the main car park especially on Wednesday /Friday sports afternoons. If necessary, the appropriate authorities will be contacted to assist with persistent offenders who continue to park indiscriminately around this area. High visibility waistcoats will be worn when carrying out this duty.

## **13.Monitoring of compliance against this plan**

In addition to the supervision arrangements in place, both the Deputy Head and the Senior Management Team will carry out weekly site inspections to view practices. These inspections will be recorded on the 'weekly site 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 by the responsible member of the Senior Management Team. The Senior Management Team and Deputy Head will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

## **14.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 appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non-compliance,

these should be escalated immediately to the Senior Management Team or Deputy Head who will make a record on the form and take appropriate action.



**Appendix B**



**Weekly Site Monitoring Form Traffic Management Plan Completed by:** \_\_\_\_\_

Date	Area	Observations	Incidents	Signed by
	Daily Rolling			
	Monitoring Form			
	Lighting			
	Signage			