



PRIDE IN EXCELLENCE

## TRAFFIC MANAGEMENT PLAN

**Author**

Business Leader

**Version**

1.4

**Last Reviewed by Governors**

January 2025

**Next Review by Governors**

January 2026

## TRAFFIC MANAGEMENT PLAN

### 1. INTRODUCTION

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

Purley Oaks Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, they should be reported to the leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and pupils in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, pupils, parents and carers, on our school app, Weduc and via the school website at <https://www.purleyoaks.croydon.sch.uk/statutory-information/school-policies/>.

The document will be reviewed annually and awareness raised regularly through parental events, assemblies and school meetings.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact Purley Oaks Primary School, tel.: 020 8688 4268 or via email: [schooloffice@purleyoaks.croydon.sch.uk](mailto:schooloffice@purleyoaks.croydon.sch.uk).

## 2. SCHOOL LAYOUT / ACCESS



### 3. TIMES OF THE DAY

#### TIMES OF THE DAY

Year Group	Session Starts	Lunch	Session Ends
Nursery Full Time	8.40am	11.30am – 12.30pm	2.40pm
Nursery AM	8.30am	N/A	11.30am

Year Group	School Starts	Break	Lunch	School Finishes
Reception	8.30am	N/A	11.30am - 12.30pm	3.00pm
Year 1	8.30am	10.15am	11.30am - 12.30pm	3.00pm
Year 2	8.30am	10.15am	12.00pm - 12.45pm	3.00pm
Year 3	8.30am	10.35am	12.15pm - 1.00pm	3.10pm
Year 4	8.30am	10.35am	12.30pm - 1.15pm	3.10pm
Year 5	8.30am	11.00am	12.45pm - 1.30pm	3.10pm
Year 6	8.30am	11.00am	12.55pm - 1.40pm	3.10pm

## 4. PEDESTRIANS

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pupils 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 either gate 1 by the car park or gate 6 on Rolleston Road (years 2 – 6), gate 2 at the school office (reception classes) or gate 5 for nursery, year 1 playground and Children’s Centre. Breakfast club entry and POPS Kids after school club pick up is through the rear fire exit door in treetops.

## 5. PUPILS

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 issues that learners should be aware of:

- Pupils and staff should be particularly aware that users of the Children’s Centre may try to enter school premises (the arena and main playground via the grass area or the year 1 playground via the side gate). This can be dangerous and pupils 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 must 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 the pedestrian gate by the car park. Cycles and scooters must be left in the pupil and staff racks provided.

Drop off

For learners who attend breakfast club or POPS Kids after school club and who are dropped off or collected by their parents/carers:

- Cars should not park on the zig zag lines
- All children and parents/carers should enter the school via the rear fire exit door of treetops.

## 6. STAFF

There is parking for staff in the school car park. This is accessed via the vehicular gate at the bottom of Bynes Road and is strictly for the use of staff only. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pedestrians may have little awareness of road safety and you should take account of this when crossing the pavement.

Staff are expected to act responsibly on the site when parking and accessing the school building. There are four parking bays, nearest the building, allocated for specific staff. There must be no cars parked in front of these bays to allow entrance and exit at all times and to avoid any restriction for emergency vehicles.

## 7. VISITORS

We ask that visitors park off-site. Access into the school is only permitted via the main reception. All visitors must report to reception and sign in before going anywhere in the school. The office staff will share safeguarding and fire procedures with all visitors. 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, please contact the school office, Tel.: 020 8688 4268 or via email: [schooloffice@purleyoaks.croydon.sch.uk](mailto:schooloffice@purleyoaks.croydon.sch.uk).

## 8. SERVICE VEHICLES / DELIVERIES

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

## 9. COACHES

Access for coaches is very difficult due to the narrow road and no turning capacity. Therefore, when the school books a coach we arrange to meet them on the Brighton Road.

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

## 10. DISABLED ACCESS

Pedestrian access is via the main entrance. Parking arrangements will be made to ensure suitable access.

If visitors, staff or learners require information on access, they should contact the school the school office, Tel.: 020 8688 4268 or via email: [schooloffice@purleyoaks.croydon.sch.uk](mailto:schooloffice@purleyoaks.croydon.sch.uk).

## 11. OUTSIDE THE SCHOOL GROUNDS

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines or zig zags, obstructing access points and parking near junctions causes danger to pupils, staff, parents and 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 the everyone at Purley Oaks Primary School, local residents and other road users safe. Emergency Services need to be able to access the school and surrounding houses at all times.

## **12. 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.

### Supervision

There is daily 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.

### Monitoring of compliance against this plan

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

Where issues arise with vehicular access these will be dealt with or escalated by the responsible member of the Senior Management Team. The Senior Management Team 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, 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.

***Review Date: January 2026***

## Appendix A: Traffic Management Risk Assessment

School: Purley Oaks Primary School		Date risk assessment completed: 15/10/2021 Reviewed: 11/10/2023				
Activity/activities: Access to the school during the school day		Risk Assessment completed by: Lisa Murphy, School Business Leader John Steventon, Site Manager				
Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done by (date)	Date Actioned
		Already in place	Additional measures required			
Changes in level or poor conditions of walkways/roads on site causing slips trips or falls	Staff Pupils Visitors Contractors Public	<ul style="list-style-type: none"> <li>Changes of level indicated where necessary</li> <li>Surface well-constructed and maintained on a regular basis</li> <li>Maintained external lighting</li> <li>Main traffic areas/routes gritted when frosty and snow cleared</li> </ul>	Add yellow safety strips to the edge of steps from reception classes, rear doors by middle staircase, playground doors by lower staircase, fire exit doors in hall.	Premises Manager	Ongoing	
Struck by vehicles - onsite	Staff Pupils Visitors Contractors Public	<ul style="list-style-type: none"> <li>5mph speed limit in place on site</li> <li>A clear parking area for staff vehicles</li> <li>Supervision of pupils at all times</li> <li>Employees, pupils, parents/carers and visitors informed of safe movement procedure</li> </ul>	5 mph sign to be fitted to the vehicular access gate.	Premises Manager	Ongoing	

PURLEY OAKS PRIMARY SCHOOL

		<ul style="list-style-type: none"> <li>• Reversing vehicles avoided unless absolutely necessary</li> <li>• Audible reversing alarms fitted to goods vehicles</li> <li>• Staff parking area out of bounds to pupils</li> <li>• Supervision of pupils embarking and disembarking transport when meeting the bus/coach for swimming or school trips</li> </ul>				
Struck by vehicle – off-site	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<ul style="list-style-type: none"> <li>• Parking in staff parking area restricted to staff</li> <li>• Parents asked to park sensibly and with respect in the vicinity of the school with regular reminders in school newsletters and on the school app, Weduc</li> </ul>		Premises Manager	Ongoing	
Access to the Children Centre, which is on the school grounds during the school day.	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>• During play or lunch time the middle gate to the year 1 playground is closed</li> </ul>		Premises Manager	Ongoing	

PURLEY OAKS PRIMARY SCHOOL

---

	tors Public					
--	----------------	--	--	--	--	--