



# New Milton Junior School

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## New Milton Junior School ACCESS TO SITE POLICY

Reviewed	OCT 2025
Adopted	DEC 2023
Review date by	OCT 2026

### Rationale:

Keeping children safe is a key priority for New Milton Junior School. Due to the lack of parking spaces and the large number of children who enter and leave the site each day, it is essential that we restrict and regulate access to school and parking on the site.

Staff, governors, parents, and visitors who have requested to enter the school car park must abide by this policy. These regulations are designed to maintain the safety of our children. This document sets out our Policy.

### Access to the School site:

The school's site is private property and the driveway is not a public highway. Therefore, no vehicle has an automatic right to enter the school site at any time, unless the driver has permission to enter the site, as set out in the policy below. Our goal is to keep children and adults safe on our school site by reducing the amount of traffic on-site, particularly during the start and end of the school day.

### Who is authorised to access the school site:

- Staff and service providers.
- A reasonable adjustment is made for Blue Badge holders/ disabled drivers (see below).
- Temporary access to the site may be issued for a limited period (see below).
- All other drivers must park and stride.

Note: Access to the school site may, on rare occasions, be restricted to all pass holders, for example, when the car park is totally full or when a situation/ event occurs on site that places visitors/children in danger.

### Blue Badge Holders

- If a child at the school qualifies as being a 'Blue badge' holder the parent/carer can request access to the school car park. Vehicle access is only granted to the person who holds the Blue badge. (Supporting medical information and evidence will be required)
- If access is agreed upon, drivers must drive with caution, Park and walk children via the pedestrian entry onto the school site.
- Children must not be left unattended in the school car park.

### Temporary permission to access the site

In special circumstances, school will allow temporary access to non-Blue Badge holders, (for example, where a child has sustained an injury that restricts them walking), but only when permission has been agreed, in advance, by the Headteacher. Once agreed, the parent must buzz at the entrance and give their registration number. If previously agreed, access to the site will be granted.

- Temporary access is for a limited period only.
- To minimise the movement of cars on site, parents with temporary permission to access the site must not drive their vehicle during the following times: 8:40am to 8:55am & 3:20pm to 3:40pm

## Applying for an Access

Requesting permission must start with a conversation with either the Head or Deputy headteacher, appointments can be made via the school office.

### When vehicles are on the school site, drivers must;

- Drive with caution and adhere to our 'safe and slow' speed limit, at all times.
- Blue Badge holders must drive at 5mph during restricted access times (8:40 am to 8:55 am AND 3:20 pm to 3:40 pm)
- Respect the rights of pedestrians
- Park safely, within marked bays and must not obstruct other vehicles

### Collecting children from after-school Clubs at the Junior School

- Parents must park and stride - only authorised users may enter the site (see above)

### Responsible Parking

- All vehicles must be parked responsibly in a marked bay.
- We ask that cars reverse into parking bays.
- The rights of other drivers and pedestrians must be considered at all times. Drivers must avoid restricting access to the site and/ or other vehicles.

### Revoking Access

The school reserves the right to revoke access to the campus for drivers who do not adhere to our policy, demonstrate irresponsible driving\* or who demonstrate other antisocial behaviours.

Access may be revoked within 24 hours of an event, regardless of whether they are a pass holder of any kind, including visitors to one of our Schools.

A driver will no longer be able to access the site once access has been withdrawn.

Irresponsible driving is defined as examples of excessive speed, reckless driving, driving the wrong direction and causing an obvious obstruction through parking or waiting.

This definition is not exhaustive and any incident where safety is compromised by a driver's behaviour will be considered irresponsible.

### Exceptions

Access to the site without permission may be granted in exceptional circumstances, for example, when a parent has been asked by the school to collect a sick child from the school.

Parents who have appointments or meetings with school staff during the day must park off site and walk into school and be signed in at reception.

Signed .....A.Pritchard.....  
**(Chairman of Governors)**

Signed .....K.Geary.....  
**(Headteacher)**

Date **December 4<sup>th</sup> 2023**



