



Car Parking policy and procedures

Policy 2025-2026

This Car Parking Policy has been approved by the Governing Body

Date agreed by governing body on December 2025	Signature of Chair or Vice Chair
Date agreed for review	Frequency of Review Three Years
Responsibility for Review Resources Committee	

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Statement of intent

St Anne's Catholic Primary School takes the health and safety of pupils and staff seriously. This policy has been formulated with the pupils, staff and visitors in mind.

Whilst the school cannot control parking outside its boundaries, parents of children attending the school are asked not to use the school Car Park they must park within parking regulations and show consideration for other road users, pedestrians and our immediate community outside of the St Anne's Car park and grounds.

All pedestrian user of the car park including parents must take care when using the car park to drop off and pick up pupils especially when walking through the car park.

The Car park is used for Staff and Visitors of the school who have been issued with a car park key fob. Some spaces may also be hired out to authorised personnel agreed by arrangement from Governors or Headteacher of St Anne's School.

Policy

Principles

This policy is intended to support the safe use of the car park to reduce the likelihood of injury among St Anne's pedestrian or car users of the car park. It will help ensure Safe Systems and correct monitoring is in place.

Safe use of Car Park

The following safety protocols apply to the school car park:

- A 5.0 mph vehicle limit applies throughout the car park.
- All drivers must exercise due care and attention when manoeuvring and must conduct a visual risk assessment before making any movement.
- Cars must be parked in an allocated space and not in yellow boxed restricted areas.
- Parking is at the user's own risk and the school does not accept responsibility for accident, damage, loss or thief of a vehicle.
- Authorised visitors and contractors should report to the school office on arrival and must complete the schools sign in procedure and provide their VRN.
- Access for grounds maintenance is covered within the contract between the provider and the school and when they arrive, they should make themselves known to office staff

Monitoring

The Car Park use is reviewed annually in conjunction with the Health and Safety audit by Head teacher, Premises Manager and School business manager any changes are agreed by school governors

The application of this policy is monitored annually and can be amended if it is felt that safety of pupil's staff or visitor is being compromised.

This policy is circulated:

- To Staff each year during inset training days
- To parents through the school website and newsletter.
- To authorised users of car park by hirer agreement.
- To new parents as part of the school's induction pack.
- To new staff via the staff induction at start of working for St Anne's school.

Parents/guardians

Parking within the car park is not prohibited to parents.

In cases where the Head teacher feels the use of a space may be required in exceptional circumstances for parent/pupil pick up or drop off this will be decided on a case by case basis and reviewed at regular intervals

Parents/guardians should not use the car-park as a drop off or meeting point at any time during the school day children should not be left unattended and parents should be aware of moving vehicles at all times

Parents must not park in front of the entrance or exit gates at any time

Lunchtime or Early Collection Parents dropping children off or picking children up at any time during the school day should walk through the car-park with caution. Children MUST walk with their parent at all times.

Parent should remind pupils not to ride their bikes or scooters in the car park. [Parent should not encourage children to run around in the car park.](#)

[Dogs are not allowed on school premises and should not be allowed into the car park or left at the entrance of car park.](#)

The school will ensure that during the hours of 8.45am -9.05am and 3:15 -3:45pm the school car park is monitored by the Premises manager.

During bad weather the car park will ensure the Car Park is gritted to prevent any accidents.

Authorised Visitors

Visitors and contractors who have been authorised to park in the car-park are responsible for ensuring that the school office is made aware of their VRN.

Visitors should not block in other vehicles and must adhere to the designated car-parking bays.

Visitors must stay only for the times they are on school site for and not exceed or extend their times without prior authorisation from Head teacher

The school accepts no responsibility for damage, loss or accident.

School Staff

Members of staff who wish to use the car park must have prior permission from Premises manager or School Business manager and let school office know make model and VRN

Please ensure proper use of the car park the Governors or Head teacher reserves the right to withdrawal the use of the school car park if concerns arise.

Staff must ensure that they park courteously to other car park users and parked in a designated parking bay.

If Staff arrive after the gates are shut they can gain access by the electronic intercom or key fob if one has been issued to them.

On entering or leaving the car park all staff must be aware of pedestrian and adhere to the 5mph speed limit at all times

Any member of staff intending to leave their vehicle overnight or during the weekend must inform Premises manager and School Business manager prior to them doing so.

The school accepts no responsibility or liability whatsoever for any damage caused to vehicles parked in the school carpark or contents left in a vehicle.

Concerns

It is important that if any of our users have an Issue with the school Car Park These are raised with Premises Manager or the Head Teacher as soon as possible.

Thank you for your co-operation in keeping everyone safe

