



Traffic Management Plan

Updated: May 2023

Next Review May 2024

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.

NCJPS 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 Headteacher or the School Business Manager.

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 via the staffroom, shared area as well as the school office. A copy will also be available on our website.

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 the School Office: 0161 282 4500 or via

email: office@northcheshire.stockport.sch.uk.

2. SCHOOL LAYOUT / ACCESS

GATE 2 for parent drop off and collection as well as access to South Manchester Sports Centre



NJC Nursery

GATE 1 (main entrance for staff and visitors, the school bus, deliveries as well as parent drop off and collection).

Patrolled by security guard

Carmel building – drop off and collection for breakfast and afterschool club

3. TIMES OF THE DAY

Year Group	School starts	Break	Lunch	Break	School finishes
Reception	08:45	10:40	12:00 – 13:10	14:15-14:30	15:25
Year 1	08:45	10:40	12:05 – 13:10	14:15-14:30	15:25
Year 2	08:45	10:40	12:10 – 13:10	14:15-14:30	15:25
Year 3	08:45	10:40	12:15 – 13:25	N/A	15:30
Year 4	08:45	10:40	12:25 – 13:25	N/A	15:30
Year 5	08:45	10:40	12:25 – 13:25	N/A	15:30
Year 6	08:45	10:40	12:25 – 13:25	N/A	15:30

4. PEDESTRIANS

Most children arrive at school by car or the school bus. Parents can park either in the sports centre, gate 2 or in the main school car park via gate 1.

Those who part in the sports car park should cross at the zebra crossing and be accompanied by a parent/carer, albeit a number of staff are always on hand to greet the children and help them cross the car park into the playground.

Those who park in the main car park, should use the pavement 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 via the steps at the entrance of the sports centre or through the pedestrian gate via the main entrance. 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.

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 nurse's office will enter the school grounds via one of the two car or pedestrian entrances as illustrated above.
- When entering the school grounds pedestrians should walk. Scooters and bicycles should not be ridden on school grounds. This will avoid accidents and will make everyone more aware of what is happening around us. Bikes can be stored by the guard's hut.
- Anyone arriving at school by bicycle or scooter must enter the grounds via the pedestrian gate by the main car park.

Drop off

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

- All children and parents/carers should enter the school via the rear exit, next to the Carmel building.

6. STAFF

There is parking for staff in the main school car park. This is accessed via Gate 1 and the Security hut.

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. Staff are expected to act responsibly on the site when parking and accessing the school building.

7. VISITORS

Visitors are permitted to part onsite via gate 1. Following security checks, they must report to reception and sign in on the Inventory Sign-in System, 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 by calling 0161 282 4500.

8. SERVICE VEHICLES / DELIVERIES

Drivers of service vehicles will be directed to where to park by the security guard and should then report to reception.

9. COACHES/BUS

Coaches will access the school site via the main entrance (gate 1) and will be advised by the security guards as to where to park. The coach should be at a complete stop before allowing learners to get on or off.

10. DISABLED ACCESS

Pedestrian access is via the main entrance, gate 1.

There are designated disabled spaces in the main car park, to the left of the main reception. The security guards will direct drivers to the space/s.

11. OUTSIDE THE SCHOOL GROUNDS

The school accepts that parking near the school is not easy with St Ann's Hospice and a business park next door.

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 NCJPS, 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 Headteacher and SBM 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, security guards and parent volunteers.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Leadership Team as well as the health and safety governor, will carry out site inspections to view practices.

Where issues arise with vehicular access these will be dealt with or escalated by the responsible member of the SLT.

The SLT 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.