

Rainshore House

Car Park Management Plan

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Introduction

This document relates to proposals for a specialist SEN school, use class F1(a) for pupils aged 3-18.

The school will be operational between 07:30 and 19:30, from Monday to Friday, with classes starting at 09:15 and finishing at 15:30. Upon reaching full capacity, this facility will provide full-time day education for 55 pupils and employment for 33 full-time equivalent (FTE) staff. There are expected to be some daytime visitors attending the site per day from specialist support staff, carers, or nurses.

Objective

This Parking Management Plan has been prepared to communicate our strategy for managing vehicular activity at the school both for the benefit of the school and surrounding neighbours.

The Plan aims to:

- ◉ Promote and encourage the drop off strategy for all visitors to the school.
- ◉ Advice on the location of staff and visitor parking.
- ◉ Reduce the potential for conflict between vehicular traffic and pedestrians, ensuring the safety of non-motorised and vulnerable road users.
- ◉ To manage peak time congestion within school site at drop-off and collection times, and
- ◉ To communicate the strategy for drop-off/pick-up strategy for everyone responsible for drop-off and collection (including by parents/carers, taxis, and minibuses) within the dedicated on-site parking areas of the school.

Access and Parking

The development proposals repurpose the existing priority access from Over Town Lane to provide access movements only as part of a one-way arrangement, along with dedicated access for pedestrians. A new priority junction for egress movements is provided to the northwest of the site boundary onto Over Town Lane. The site caters for both short and long stay parking associated with staff, visitors, and pupil drop-off/collection as shown at **APPENDIX A**.

All delivery and refuse collection vehicles are to use conduct their operations within the school grounds using the hardstanding provided and are to travel in forward gear at all times. Those carrying out deliveries are to report to reception upon arrival.

Staff parking

The school will have a total of 27 long stay car parking spaces for staff, including three accessible parking spaces. The school will also have two minibus bays for the schools own operated minibuses (note these are not for minibuses escorting children to/from school but rather vehicles for daytime trips).

Drop-off and Collection Strategy

Short-stay parking for educational developments is generally prohibited on the basis it provides a disincentive to active travel or use of public transport. However, given the specialist nature of the school, on the basis most pupils will arrive by vehicle, it is commonplace for SEN schools to provide short-stay parking by way of either marked parking bays or use of the car park aisle/taxi stacking zone for temporary stacking.

The school will not require a regimented lock-down style arrangement to be in place, thus once a vehicle has conducted drop-off or pick-up, it will be free to depart. Accordingly, this will reduce the demand for short stay parking on-site at any one time.

The school will commit to the staggering start/finish times and associated drop-off/collection times such that there are two separate waves of short stay arrivals and departures, where classes starting at 09:15

and 09:30 and finishing at 15:15 and 15:30. Each drop-off or collection wave will therefore see demand for 14 vehicles (consisting of five parent/carer cars, seven taxis and two minibuses).

Morning Drop-off Sequence

In the morning, all vehicles conducting drop-off will be permitted to arrive to conduct drop off and then immediately depart when signalled to by on-duty management staff, thus will not require a regimented lock-down style arrangement to be in place. This will significantly reduce the demand for short stay parking on-site at any one time. The number plate of the vehicle (which will have been pre-registered) will alert the on-duty management staff in the car park and will escort the child/children to the relevant part of the school. The vehicle will then be free to depart.

In the event the school need to action a lock-down style drop-off arrangement, the following procedure will be enacted by way of vehicle stacking in the access aisle and as annotated at **APPENDIX A**.

- ⦿ Those arriving for the first school start time will be permitted to arrive at site from 09:00.
- ⦿ All parent/carer cars, taxis and minibuses arriving for the first drop-off period must arrive prior to 09:15 where on-duty management staff will marshal each vehicle to stack in the arrangement shown in the main access aisle/taxi stacking zone. Once all children have been escorted safely from vehicles into the building, on-duty management staff will marshal vehicles to depart.
- ⦿ The same sequence of steps above will be followed for all vehicles arriving ahead of the second start time of 09:30. Please note those arriving for the second start time must not arrive before 09:15.

Afternoon Pick-up Sequence

Similarly, in the afternoon, all vehicles conducting pick-up will be permitted to arrive to conduct pick-up and then immediately depart when signalled to by on-duty management staff. The number plate of the vehicle (which will have been pre-registered) will alert the on-duty management staff in the car park and will escort the relevant child/children from school building to vehicle. The vehicle will then be free to depart.

In the event the school need to action a lock-down style pick-up arrangement, the following procedure will be enacted and as annotated at **APPENDIX A**.

- ⦿ Those arriving for the first school end time will be permitted to arrive at site from 15:00.
- ⦿ All parent/carer cars, taxis and minibuses arriving for the first pick-up period must arrive prior to 15:15 where on-duty management staff will marshal each vehicle to stack in the arrangement shown in the main access aisle/taxi stacking zone. Once all children have been escorted safely from school building to vehicles, on-duty management staff will marshal vehicles to depart.
- ⦿ The same sequence of steps above will be followed for all vehicles arriving ahead of the second end time of 15:30. Please note those arriving for the second end time must not arrive before 15:15.

Notice to Drivers

The following general rules apply and must be relayed to drivers:

- ⦿ Drivers to arrive and depart the school grounds slowly adhering to a maximum speed of 5mph.
- ⦿ Upon parking, the driver's handbrake is to be applied and engine switched off;
- ⦿ In the morning, pupils are to remain in vehicles until on-duty management staff are available and ready to escort the child/children safely to the school building;
- ⦿ Parents/drivers are asked not to start their engines until the 'All Clear' signal is given (thumbs up) by a member of staff.

Car Park Management Plan - Communication

In order to ensure that parents, guardians, carers, visitors and staff of the school are aware of the parking arrangements, this Car Park Management Plan will be communicated through a variety of methods, which are set out below:

Online

- ⦿ The school's website will feature a webpage on parking management, which will include the Car Park Management Plan
- ⦿ All emails sent to parents, guardians, carers, and visitors of the school will include the Car Park Management Plan as an attachment. Prior to school events including parent evenings, parents will be reminded of Car Park Management Plan.

School notice boards

- ⦿ The Car Park Management Plan will be displayed on the school's noticeboard.

Newsletter

- ⦿ In addition to regular school updates, the school's newsletter will include the Car Park Management Plan to remind parents, guardians and carers of the rules and requirements related to parking.

School's prospectus

- ⦿ The school's prospectus and other relevant material will include the Car Park Management Plan, to notify new or prospective parents, guardians, and carers to the school of the parking management strategy in place.

No Parking Zones

- ⦿ Parking directly in front of the school gates or any part of Over Town Lane is strictly prohibited.
- ⦿ Parents, guardians, carers and visitors are asked not to park in restricted or inappropriate areas of the surrounding public highway.
- ⦿ Please kindly respect all on-street parking restrictions and refrain from parking in front of residents' driveways, along white bar markings, double yellow lines, dropped kerbs, parking at junctions (which restricts the visibility between pedestrians and moving vehicles) or obstructing any access points to the school or neighbouring properties.

We are a vehicle Idle Free Zone

Did you know. . .



A 2019 study of 4,000 parents by Kings College London found:

- 27% of parents leave car engines idling outside schools
- That's despite car emissions being known to increase the risk of health issues



Many may not realise that by leaving the engine running for convenience or to keep the heater or air conditioning running that they are contributing to harmful particle emissions that can damage children.

With emissions closely linked to respiratory and other health issues among children and adults, we are committed to promoting a vehicle **Idle Free Zone**. As such we kindly ask that if you are parked within the school grounds or on the local highway that you **switch off your engine**, regardless of how long you are waiting to collect a child/children, family member or colleague.

APPENDIX A - SHORT STAY PARKING VEHICLE STACKING PLAN

