St. John's Primary School



Traffic Management Policy

"You should be protected from things that could harm you."

Article 36 United Nations Rights of the Child

Thinking Learning Caring

Introduction

This document has been prepared to inform and instruct staff, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

St John's School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school reception. Reception will then liaise with The Deputy Headteacher who will take the necessary action.

Due to environmental and wellbeing reasons pupils are encouraged to walk, scoot or cycle to school. We fully understand this is not always possible or practical, so this policy covers vehicular transport as well.

Pedestrians

There are two entrances at the front of the school that can be entered through pedestrian gates. These are past the Parish all into the side gate or through the main gate in in La Rue des Buttes. Before and after school there is a crossing patrol manned by school staff to assist children in crossing La Route du St Jean (outside Parish Hall). The main school gates are closed between 8.45am and 3.00pm to ensure school security. Anyone entering between these times must use the side gate.

Visitors

Any visitor to the school arriving by foot must sign in at Reception. Any visitor arriving at the school by vehicle should park opposite the school in the spaces in Rue des Buttes (there are also parking spaces available in the Village Precinct) or in the school carpark by prior appointment arriving no later than 8.20am and then sign in at Reception.

Pupils

Pupils arriving by foot should enter the school grounds by either of the above entrances. Pupils arriving by bike or scooter should enter the school by either of the above entrances, immediately dismount and park in the bike parking provided. They should enter school from 8.30am and go to their classroom. The Headteacher or Deputy will be on playground duty to welcome all pupils.

Parents

The Headteacher / Deputy are available every morning to speak to parents. If a longer meeting with class teacher is required this should be arranged in advance, by email or telephone.

Parking

Staff parking is available on the main playground (see times above) or in marked spaces opposite the school in La Rue du Buttes. Parents parking is available opposite the school in La Rue du Buttes, St Johns precinct, or for short periods around pick up and drop off at The St John's Inn. See above for visitor parking details.

Parents – Drop-off and Pick up

Parents of children in Yr 1 and upwards are encouraged to drop children with the teacher on duty on La Rue des Buttes between 8.30am and 8.45am, which is at this point a one-way system (see Appendix 1 below).

Pick up is from 3.00pm. Parents are encouraged to walk. We fully understand that not all parents are able to walk to collect children. Therefore, parents can park in marked spaces in La Rue des Buttes, The St John's Inn carpark and St Johns precinct. For road safety reasons parents are asked not to park along the wall in La Rue des Buttes. The school provides assisted crossing at pick up and drop off times outside the Parish Hall.

Parents – Drop-off for breakfast club

Breakfast club starts at 7.45am children must not arrive before this time. If parents are driving to drop children off. They should ender the school playground through the gate at the Parish Hall end and leave through the gate at the field end. Parents / carers are requested to exercise extreme caution when driving on the playground.

Staff

Staff parking is available in the playground along the external fence. To get these spaces staff must arrive before 8.20am and leave after 3.15pm. Further staff parking is available in the marked spaces in La Rue des Buttes.

Visitors

All visitors to the school must sign in at reception. Visitor parking is available in the playground and in the marked spaces in La Rue des Buttes (see paragraph above).

Servicing/ Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance to advise of 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 at the time. Where the contractor is on site to carry out works by prior arrangement, please call the school reception in advance to agree the most suitable parking location.

Disabled Access

Pedestrian access is primarily via the Main entrance using the playground parking. The whole school is on one level.

Outside the School Grounds

The school accepts that parking can at times be difficult. It is important that the school is a good neighbour to local residents and businesses, including the shops, St John's Inn and other road users. Parents/Carers are asked not to park outside the school. 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 to services and ongoing journeys. Please act responsibly when using the drop-off-points and parking spaces available.

Non-compliance

If there are any concerns or incidents that constitute non-compliance these should be recorded, and appropriate action taken. Any incident/noncompliance reported that relate to Government of Jersey contracted services should be reported to the relevant department who will be responsible for undertaking any subsequent contractual action. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Management Team who will make a record and take appropriate action.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
0.1	November 2024	S.Pallant	NA	Staff / Parents	J. Hazley	November 2024

Appendix 1

(One way system in operation for general morning drop-off)

