



Hemingford Grey  
SCHOOL

# CAR PARK GUIDELINES

Date policy was last reviewed and approved:

**October 2024**

## **CAR PARK GUIDELINES**

**Our prime consideration is the safety of all pupils.**

Information has been sought from the Local Authority on Health & Safety issues and, in line with County advice, it is the Governing Body's wish that we continue as follows:

- The car park should not be used as a general thoroughfare at the beginning and end of the school day.
- The car park is reserved for staff, permit holders and official visitors only.
- Only staff cars, bona-fide visitors and delivery vehicles are allowed in the car park and school grounds during the school day.
- Wherever possible we encourage delivery vans not to deliver during prime pupil movement times, i.e. 8.35 am – 9.00 am and 3.00 pm – 3.30 pm, including the lunch hour.
- In case of special circumstances for individual needs, at the Headteacher's discretion, vehicles will be allowed on site.
- It is to be noted that emergency vehicles will access the rear playground and field via the road leading to the kitchen area and the adventure playground. Therefore it is not possible for cars to park on the side road at any time.
- No vehicles, except delivery and maintenance vehicles, are allowed at the side or back of the school; at any time unless specifically authorised by the school office.
- Outside school times lettings may use the car park closest to the main reception but they are reminded that child safety is paramount and that children should not traverse the car park unaccompanied. If lettings are using the school field, they are permitted to use the car park outside of Pre-School.