



# PENYBONT PRIMARY SCHOOL

## SCHOOL TRAFFIC MANAGEMENT PLAN

| Reviewed On | Next Review Date | Headteacher | Chair of Governors |
|-------------|------------------|-------------|--------------------|
| 14/09/2026  | 14/09/2027       |             |                    |

Manager with responsibility for Traffic Management Plan:  
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**Introduction:**

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

Penybont Primary 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 is then to liaise with the manager that has responsibility for the traffic management.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

This document will be reviewed annually and awareness will be raised regularly through parental events, assemblies, school meetings, social media, our website and school app with the monitoring forms.

For further information, please contact:

[admin@penybontps@bridgend.cymru](mailto:admin@penybontps@bridgend.cymru)

01656 754860

**Parent / Carer Access:**Dropping off & Collecting pupils

Parent and carer access to the school is via one of three pedestrian gates along the pavement in Minerva Street, these are labelled gates A,B & C.

Years 3,4,5 and 6 use Gate A, with Mr Ashton's Class. Our Nursery Department access via Gate B and all other classes are accessed via Gate C.

Pupils may enter school between 8.45 – 8.55 each morning and between 14.50 – 15.15 each afternoon. The gates are open 5 minutes before and after each window identified above to support the safe lining up and exit of parents & carers.

Staff supervise each entry and exit point at the start and end of each day, between these times, to assist parents & carers.

Gate A leads parents and carers through the staff carpark. Therefore, no cars are permitted to move in the carpark between 8.30 and 15.25. To ensure this happens, and to aid safe routes for pedestrians, traffic barriers and fencing has been installed to provide safe adequate pathways.

The vehicle gate is closed at 8.30 to stop vehicles from entering the school.

Visiting the school, other than dropping off or collecting pupils

Parents & carers must enter the school via Gate C. We have installed a video entry gate at Gate C for parents to converse with office staff before being invited onto the premises.

Once in the school, all parents and carers are greeted by admin staff or SLT who guide them accordingly.

**Pupil Access:**Coming to and Leaving school

Pupils access to the school is via one of three pedestrian gates along the pavement in Minerva Street, these are labelled gates A, B & C.

Years 3,4,5 and 6 use Gate A, with Mr Ashton's Class. Our Nursery Department access via Gate B and all other classes are accessed via Gate C.

Pedestrian gates are open between 8.45 – 8.55 each morning and between 14.50 and 15.15 each afternoon. The gates are open 5 minutes before and after each window identified above to support the safe lining up and exit of parents & carers.

Staff supervise each entry and exit point at the start and end of each day, between these times, to assist pupils.

Pupils who utilise the school's Breakfast Club facility enter via Gate C between 8.15-8.25. A member of Breakfast Club staff greets them and supervises their entry.

Gate A leads pupils through the staff carpark. Therefore, no cars are permitted to move in the carpark between 8.30 and 15.25. To ensure this happens, and to aid safe routes for pedestrians, traffic barriers and fencing has been installed to provide safe adequate pathways.

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 areas pupils should be aware of:

- Walk! This will avoid accidents and make you more aware of what is happening around you.
- Set a good example! There are many younger children around and each pupil is responsible for setting a good example.

To further safeguard our pupils, we have recently collaborated with the Local Authority and installed 2 pedestrian barriers immediately opposite gate B and Gate C.

#### **Staff Access:**

There is a car park within the school grounds and this is for use by authorised visitors and school staff. Drivers should proceed slowly within the car park at all times. 5mph speed enforcement signs have been installed on the site. Please bear in mind that some young people and some pupils with additional support needs may have little or no 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.

Staff have been informed that there is to be no vehicle movement in the carpark between 8.30 – 15.25 each day.

#### **Home to school transport:**

At present, we have 1 pupil who comes to school via Local Authority provided transportation.

In the mornings, the transport stops by a rear gate of the school in a private driveway. The pupil waits in the car until staff have seen her and then she is safely invited into the school.

At the end of the school day, the transport wait in the driveway and the pupil leaves through a locked gate and get immediately into the vehicle. This is supervised by staff.

#### **Visitor Access:**

Authorised visitors are welcome to park in the school grounds if they are in school before 8.30 or after 3.25

Alternative on street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction. There is a small parking area available adjacent to the school's rugby field, above the school house in Minerva Street.

Pedestrian access into the school is only permitted through Gate C. Visitors must use the video communication system to speak with reception and sign in before going anywhere in the school.

Visitors are required to leave a note of their vehicle registration number with staff if they have brought it onto the site.

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 call the school reception on 01656 754860.

### **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 via Gate C to advise the nature of their visit and get clarification on where they can park. Drivers will 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 on 01656 754860 in advance to agree the most suitable parking location.

### **Disabled Access:**

Pedestrian access is primarily via Gate C. Arrangements can be made to assist all persons attending the school by contacting the school on 01656 754860.

### **Disabled Parking:**

We have an allocated disabled parking space. If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance 01656 754860.

### **Inside School Grounds:**

The school restricts vehicular access and movement in the grounds between 8.30 and 15-25 each day.

If vehicles do have to move out of the grounds, they must close the car gate behind them.

### **Outside the School Grounds:**

The school accepts that parking near the school is not always easy. Minerva Street is a residential street. It is important that the school is a good neighbour to local residents. Minerva Street is a busy road and in constant use during the day.

Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away, using designated pavements and paths.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils 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 to services and ongoing journeys. Inconsiderate parking has been a significant problem in years gone by. Resultantly, we have recently joined the 'green cone' scheme, whereby green traffic cones are placed out each morning, for the duration of the school day to deter inconsiderate parkers. The scheme has been a huge success.

As well as Traffic Warden and Police/ PCSO patrols, please be aware that BCBC uses a Camera Car, 'Roly Patroly' which uses CCTV automatic number plate recognition, and is

designed to record any inconsiderate motorists who park their cars illegally on school 'keep clear' zones, bus stops, pedestrian crossings with zig-zags and other restricted areas that put children at risk.

The car only needs to drive past in order to do its job, and doesn't need to park or stop outside a school. Drivers caught on camera parking illegally will receive a penalty charge notice in the mail for £70, discounted to £35 if paid within the first 21 days.

Please act responsibly by parking as far away from the school as possible to keep the pupils at Penybont Primary School, local residents and other road users safe.

### **Management Practices / Guidelines:**

Key to the ongoing monitoring of the plan is the role of the designated school Traffic Manager. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

### **Monitoring of compliance against this plan:**

The Traffic Manager should carry out regular site inspections to view practices. These inspections should be recorded in the 'Site Monitoring Form' (see appendix A). These records should be retained for at least 12 months (until the next H&S Review of Traffic Management). Where issues arise with vehicular access, contractors, deliveries of staffing, these should be dealt with or escalated by the school Traffic Manager. The staffing team will be responsible addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

### **Non-compliance:**

If there are any concerns or incidents that constitute non-compliance these should be recorded on the form by those monitoring the site and appropriate action will be taken.

Any incident/non-compliance reported that relate to Local Authority contracted services should be reported to the LA for joint investigation. The LA will then be responsible for undertaking any subsequent contractual action against the Operator.

### **Summary**

| <b>Who?</b>               | <b>Morning Restrictions</b>                                              | <b>Morning Admittance</b>          | <b>End of Day Restrictions</b>  | <b>End of Day Admittance</b>                     |
|---------------------------|--------------------------------------------------------------------------|------------------------------------|---------------------------------|--------------------------------------------------|
| Cars Using Staff Car Park | No parents to use car park for breakfast club<br><br>No entry after 8.30 | Entry OK until 8.30                | No exit until 3.25              | No entry to school until 3.25                    |
| Pedestrians Using Gate A  | No entry until 8.40                                                      | Entry OK between 8.40 – 8.55       | All pupils to have left by 3.20 | Exit from school available between 15.05 – 15.25 |
| Pedestrians Using Gate B  | No entry until 8.40                                                      | Entry OK after between 8.40 – 8.55 | All pupils to have left by 3.15 | Exit from school available between 14.55 – 15.15 |

|                                |                     |                                                                                                                                                                                                           |                                       |                                                           |
|--------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------|
| Pedestrians<br>Using Gate<br>C | No entry until 8.30 | <p>Breakfast Club<br/>entry between<br/>8.15 – 8.25</p> <p>Normal entry<br/>OK between<br/>8.30 – 8.55</p> <p>Late entry and<br/>visitor entry<br/>throughout the<br/>day via<br/>intercom<br/>system</p> | All pupils to<br>have left by<br>3.20 | Exit from school<br>available<br>between 15.00<br>– 15.15 |
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## Appendix A- Site Monitoring Form (to be held by School Caretaker)

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