

School Traffic Management Plan



Catalyst Dilkes Academy

Manager with responsibility for Traffic Management Plan:

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Introduction

This document has been prepared to inform and instruct staff, students, 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.

Dilkes Academy 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 to then 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.

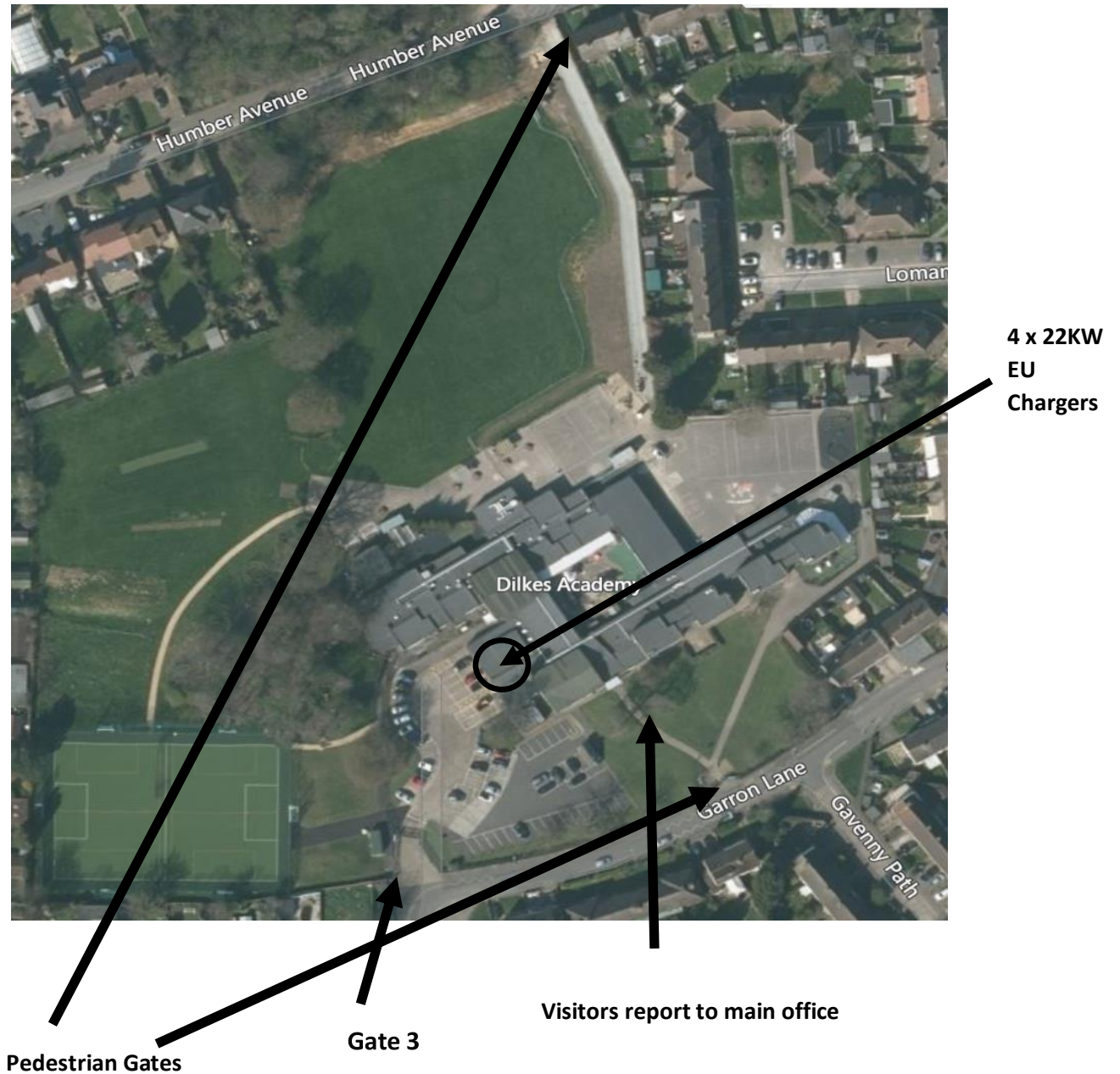
This report is made available on the school website.

The document will be reviewed annually and awareness will be raised regularly through parental events & communications, assemblies and school meetings, with the monitoring forms.

For further information, please contact:

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Dilkes Academy Layout / Access



Environment

Dilkes Academy is situated close to the M25. The school has a front entrance on Garron Lane and a back entrance on Humber Avenue. Both roads are busy roads, neither have a pedestrian crossing.

Pedestrians

Pedestrians should enter the site using the two main gate access routes, one at the front of the school on Garron Lane and one at the back of the school on Humber Avenue. However, during hired events pedestrian gate 3 will be open which is located next to the carpark entrance and leads straight to the MUGA pitch.

The pavements are single width pathways around the main car parks with the main hard play space centred along the southern boundary.

Pedestrian gates are unlocked at 8:30am then secured at 9.00am Monday, Tuesday, Wednesday, Thursday and Friday. At the end of the school day the gates are unlocked at 3:00pm and secured again at 4:00pm (term time).

Pupils

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school.

Pupils should be particularly aware that entry into the school ground via vehicular access points is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.

When using the footpaths all students must walk. This will avoid accidents and will make you more aware of what is happening around you.

Pupils cycling to school must enter the grounds via the pavement from Garron Lane and Humber Avenue into the school grounds. Cyclists should dismount their cycles and walk their cycles in the cycle racks. This also applies to those on scooters. They should exit the school via this same route.

Staff

We have 1 area for staff parking equating to 76 general spaces.

Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction. Please bear in mind that some young people and some students 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. If you are aware of unacceptable use of parking bays, this should be reported via the school receptionist or to the school's Bursar who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

Visitors

Visitors who are attending training or meetings are welcome to park in the school grounds. We currently have 5 visitors' spaces at the front of the school but when hosting larger events, we close over up to 30 parking spaces for attendees. The car park is often busy and visitors should only use a proper parking bay and must not park in any other area in particular the yellow hashed markings. This will allow unrestricted movement of other vehicles during the school day or at peak times.

Access into the school is only permitted from the main reception entrance. Visitors are required to sign in and leave a note of their registration number with staff. On departure, visitors should sign out at main reception and leave the building by the main entrance door.

Parking outside of school hours/term time for hired events will be controlled via the car park gates. Upon hire, they will be given a generated code which will allow them access to the carpark. If walking to the event, they can access the school via pedestrian gate 3 which will lead them directly to the MUGA pitch. Hired events will usually take place after 4pm (term time) where the carpark is at a low capacity due to the number of staff who's contracted hours have finished. This will allow for sufficient parking for those using the MUGA pitch. From the carpark, visitors will have access to the MUGA pitch directly. Visitors have access to 4 x 22kwh EU charging points which are managed by Evolt Networks.

For intern school events – visiting schools usually arrive in their own school mini-bus and they will park in the main school carpark. There is ample parking in our carpark and this will be utilised for any event. Parking in the local roads will be actively discouraged. A vehicle drop off point will not be necessary as there are ample spaces available in our car park.

Visitors should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction.

If visitors need any advice on access or parking before their visit, please call the school reception on 01708 852128

Servicing / Deliveries

The school actively discourages deliveries between 08.00-09.00hrs, 10.55-11.15hrs, 12.15/13.00hrs and 15.00-15.15hrs when pupils are out of the building to reduce the likelihood of any accidents.

Access to site must be from the vehicle entrance following the deliveries signage towards the left hand side. A deliveries bay is situated to the rear of the school. All deliveries must be taken to the school office.

Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction and park in the designated delivery bay.

Vehicles & School Buses/Taxi Services

Our school is on the local bus route 22. Parents/Carers are encouraged not to park on the school and allow their children to walk the remaining distance if they drop them off further away near the green.

Taxi Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction. They are expected to act responsibly on the site when parking and the only access of the school building must be through main reception following the same safeguarding procedures as all other visitors.

Disabled Access

Pedestrian access is by the main front entrance. Both sets of reception doors are operated automatically.

Parking

There are 2 disabled bays in the car park located near the school main office.

These spaces are clearly marked out on the road surface. Access to the disabled parking bays is by following the same safety rules as indicated in this document.

If visitors, staff or students require information on access or any other considerations, they should contact the school reception in the first instance on 01708 852128.

Management Practices/Guidelines

Key to the ongoing monitoring of the plan is the role of the school bursar and site 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.

Supervision

The Site Team should arrange for daily supervision around the car park and the pedestrian areas each school day. High visibility waistcoats should be worn when carrying out this duty. The gates are controlled via code of video panels in the main office. There are a number of CCTV cameras also located within the carpark.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the site manager should carry out weekly site inspections to view practices. These inspections should be recorded on the 'weekly site monitoring form' (see appendix A). These records should be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these should be dealt with or escalated by the school site manager. The duty team will be responsible addressing the conduct of all students where this is not consistent with the requirements of this plan.

Non-compliance

If there are 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 (L.A) contracted services should be reported to the L.A for joint investigation. The L.A will then be responsible for undertaking any subsequent contractual action against the Operator.

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 Leadership Team or site Manager who will make a record on the form and take appropriate action.



Appendix A - Daily Rolling Site Monitoring Form (To be held at reception)

Traffic Management Plan (to be signed off on a weekly basis in line with Weekly Monitoring Form)

Date Area	Observations Raised	Raised by	Dealt with date/by



Appendix B – Weekly Site Monitoring Form

Traffic Management Plan

Completed by: _____

Date	Area	Observations	Incidents	Signed by
	Daily Rolling			
	Monitoring Form			
	Lighting			
	Signage			