

Janvrin School
Traffic Management System
October 2016.

Morning Drop-off:

8.25-8.45

The school's Road Crossing officer, Mr Townsend, will be on duty from 8.25-8.45. He will be positioned at the entrance to the school site on La Pouquelaye road and will control the traffic entering and leaving the school site.

Vehicles entering the school site must follow the signs for the flow of traffic, speed restrictions, entering and exiting the yellow box (see below) and parking in designated parking spaces only.

Children can be dropped off from vehicles in 2 ways:

1. Vehicles can drive to the top of the loop (by the flag pole) and the children can leave their car and come up the main steps into the school independently. Drivers must NOT leave their car if using this system and MUST drive off as soon as their child has safely entered the school.
2. Vehicles can be parked (if there are spaces) and children can either walk into school independently or can be escorted by the adult(s) in the vehicle into school. The car can be left in the space until the driver returns after dropping the child off and must have left by 8.50.

If there are no spaces available then children could be dropped off at the top of the loop instead. Where this isn't appropriate (the child needs to be escorted or the parent has a meeting etc), then the driver needs to wait in the car for a space to become available. They MUST NOT leave their car unattended outside of a parking space.

Risk and Safety:

Children and adults will be walking across the driveways and flow of traffic in order to access the entrances to school.

All drivers are made aware of this by the signs on the driveways.

Speed restrictions are in place (10mph).

These 2 measures should ensure that pedestrians can walk freely and safely across the driveways even where there is slow moving or stationary traffic.

Parents/carers must ensure that they escort their child if they are too young or not responsible enough to walk across the driveways into school. Where the school has a concern about this they will contact families directly and ensure that children, where needed, are escorted.

Afternoon Pick-Up:

Entrance and parking at the school has to be staggered in order to accommodate all vehicles for children being picked up by car.

From extensive observations, duties and reviews, it is clear that the school is generally clear of all traffic no later than **3.10** (even in demanding situations where it has been raining or there has been an abandoned car etc). This means that anyone entering the school site will not be delayed any later than this time on any given day.

Mr Townsend or other members of staff will be on duty for road crossing from 2.45-3.10.
Additional staff will be on duty in the yellow box from 3.00-3.10

We have staggered the times so that the youngest and most vulnerable children can be safely escorted by their parents to their vehicles as a safety priority.

Vehicle drivers must follow these times for entering and exiting the school site:

- **Foundation Stage (Nursery and Reception children):** vehicles can come onto site no earlier than **2.30** to collect their children at 2.45. In most cases we would expect these families to have left promptly by **2.50-2.55** (unless they have a meeting with the teacher etc).
- **Key Stage 1 (Years 1 and 2):** vehicles can come onto the school site from **2.50** to collect their child at 3.00. We would expect most drivers to have left by 3.05-3.10 unless they have an appointment.
- **Key Stage 2 (Years 3-6):** vehicles can come onto site at **3.00**. All children in these classes will only be dismissed at 3.00 so early arrivals by drivers' causes congestion and difficulties for parents with younger children. Most children will be in the small playground waiting for collection from parents until 3.10 and, if not collected by this time, will be taken to the designated classroom for late arrivals.

If drivers have children in different Key Stages then they will come onto site and park according the times for their youngest child.

Flow of Traffic:

On entering the school site, drivers must follow the road markings and drive on the right hand side of the lanes until they exit the site onto La Pouquelaye.

Accessing parking spaces:

Right hand parking spaces:

Drivers wanting to access the parking spaces on the right hand side of the site must park **facing forwards** and either:

- Drive in forwards (the spaces are designed for most cars to do this)
- Reverse in but ensuring there is no traffic behind blocking this.

On leaving these spaces, drivers must:

- Drive forwards and enter the flow of traffic going around the loop and then exiting onto La Pouquelaye.
- Under NO CIRCUMSTANCES to cross the lane (3-point turn): this will cause congestion and increase the possibility of a collision.

Left hand parking spaces:

Drivers wanting to access the parking spaces on the left hand side of the entrance:

- Follow the flow of traffic **up to the loop and back down** to these spaces so that they are facing downwards when parking.
- They can either drive into them directly or reverse into them if there is no traffic behind.

On leaving these spaces, drivers must:

- Drive forwards into the forward flow of traffic and exit onto La Pouquelaye.
- If the vehicle is facing the wrong way (facing up the hill) then the driver must wait until all traffic is cleared before leaving the space and crossing the lane to exit the school.

Top Parking Spaces (by the Music Building):

Drivers wanting to access these spaces **must follow the instructions and directions of the member of staff on duty** in this area from 3.00-3.15.

These spaces are only accessed by entering the Yellow Box (see below).

Access and exit from these spaces may need cars to reverse and all measures need to be taken by drivers that it is safe and clear to do this: the staff on duty will direct this when needed.

On leaving these spaces vehicles will need to exit in 2 possible ways (depending on the flow of traffic and congestion at the time):

1. Turn right and follow the flow of traffic up to the top of the loop and then exit downwards
2. Cross over the yellow box on to the downward lane of traffic without going up to the loop.

This will be directed by staff on duty.

If no staff member is on duty then drivers need to proceed with care and judge the safest exit based upon the flow of traffic.

Drivers must not exit their parking spaces and remain within the yellow box waiting for a gap in the traffic: they must exit the space and access an area outside of the yellow box before moving on.

Visitor Parking spaces (top of the loop by the main entrance):

Access to these spaces sometimes requires cars to reverse in or out and cross the lanes: drivers must ensure that it is safe to do so and that there is enough room to turn onto the correct flow of traffic.

If cars are parked on the right hand side spaces they **MUST** exit by driving up to the loop and around. If cars are on the left hand side they must exit by driving downwards towards the exit.

THE YELLOW BOX:

The Yellow box is at a crucial safety point for pedestrians and vehicles.

It contains the Zebra crossing for children.

It also ensures that vehicles can turn down towards the exit without colliding with cars coming up or exiting from the top spaces.

Under no circumstances are vehicles to enter the yellow box unless:

- They have been instructed to do so by the staff on duty
- The exit is clear.
- There is no one on, or about to walk on the Zebra crossing

The Stop Sign:

On exiting towards La Pouquelaye there is a road marking saying 'stop'.

All vehicles should stop at this point until directed to move forwards and leave the school site by the staff on duty (usually Mr Townsend).

This is to ensure that vehicles coming round the corner onto the school site, or coming up La Pouquelaye, do not collide with cars exiting.

Where there is no member of staff on duty cars do not need to stop at this point but must drive with care; they must be aware of:

- Pedestrians leaving the site
- Cars entering the site round the corner
- Cars driving up La Pouquelaye (from the left hand side).

Entering the school site:

On occasions, there is significant congestion on the entrance to the school and there is no movement until spaces become available.

We must not block the traffic going up La Pouquelaye; this would stop emergency vehicles accessing the school and the houses above the school.

Where there is no possible access to the site, the member of staff on duty will instruct drivers to drive up to the top of La Pouquelaye and then down towards Queen's Road/Rouge Bouillon and come round to La Pouquelaye again.

In our experience, this takes a few minutes by which time it is usually possible to access the school site.

Code of Conduct:

Please be aware that the school site is usually clear by 3.10: the children will be safely looked after until this time and any delay will be minimal.

We appreciate that children and parents often have other appointments to make after school and these directions are designed to ensure that delays do not occur.

Not following these directions will potentially cause massive delays for yourself and other drivers.

We understand that being stuck in traffic or being directed may cause some frustration for some drivers. However, we are a school and this means that the safety of the children and anyone else entering the school is the first and most important consideration.

A slight delay of 10 minutes does not justify dangerous or inconsiderate behaviour by drivers or adults.

Under NO CIRCUMSTANCES can vehicles be left unattended outside of designated parking spaces.

Janvrin staff will always model polite and calm behaviour and would expect this to be reflected by other adults.

Where this isn't evidenced we will ensure that senior staff at the school are informed and you will be contacted to discuss the situation directly.

Where there are on-going issues and concerns the school will take every step to ensure that specific drivers are not allowed to access the school site for a period of time.

Pedestrians:

There are 2 main exits to the school site:

1. The main pathway leading to La Pouquelaye
2. The Private lane leading to Vallee des Vaux

All children and parents exiting the main school building from Key Stage 1/Foundation will walk to the Music Building and access the new pathway (stairs and a steep slope) leading to the main La Pouquelaye road.

Parents and children exiting from the Key Stage 2 area must walk to the Zebra crossing on the 'Yellow Box' cross over to the main path and walk down to the kerb crossing on La Pouquelaye.

There is no exit on the pathway leading to the substation: this pathway is for access to vehicles only and MUST NOT be used as an exit to La Pouquelaye.

The crossing area is the dropped kerb by the pillars: this is not a pedestrian crossing. However, measures have been made to slow traffic at this point: a road hump and a narrowing of the road at the crossing point.

Children leaving the school with parents/adults must stay with their adults when crossing the road. In most circumstances, Mr Townsend or other staff member will supervise and control this area from 3.00.

However, parents and adults are responsible for the care of the children when exiting the school at all times.

These measures will be reviewed regularly.

Iain George
Headteacher