

PENYRENGLYN COMMUNITY PRIMARY SCHOOL
TRAFFIC MANAGEMENT PLAN
SEPTEMBER 2025

Inspiring Ambition



Ysgol Gynradd Gymuned

PENYRENGLYN
Community Primary School

Traffic Management Plan

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Inspiring Ambition



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PENYRENGLYN
Community Primary School

Plan: Traffic Management

Date Ratified by Staff: September 2025

Date Ratified by Premises Committee: 29/09/25

Date Ratified by Policy Committee: 14/10/25

Date Ratified by GB: 04/11/25

Date Implemented: September 2025

Review Date: September 2026

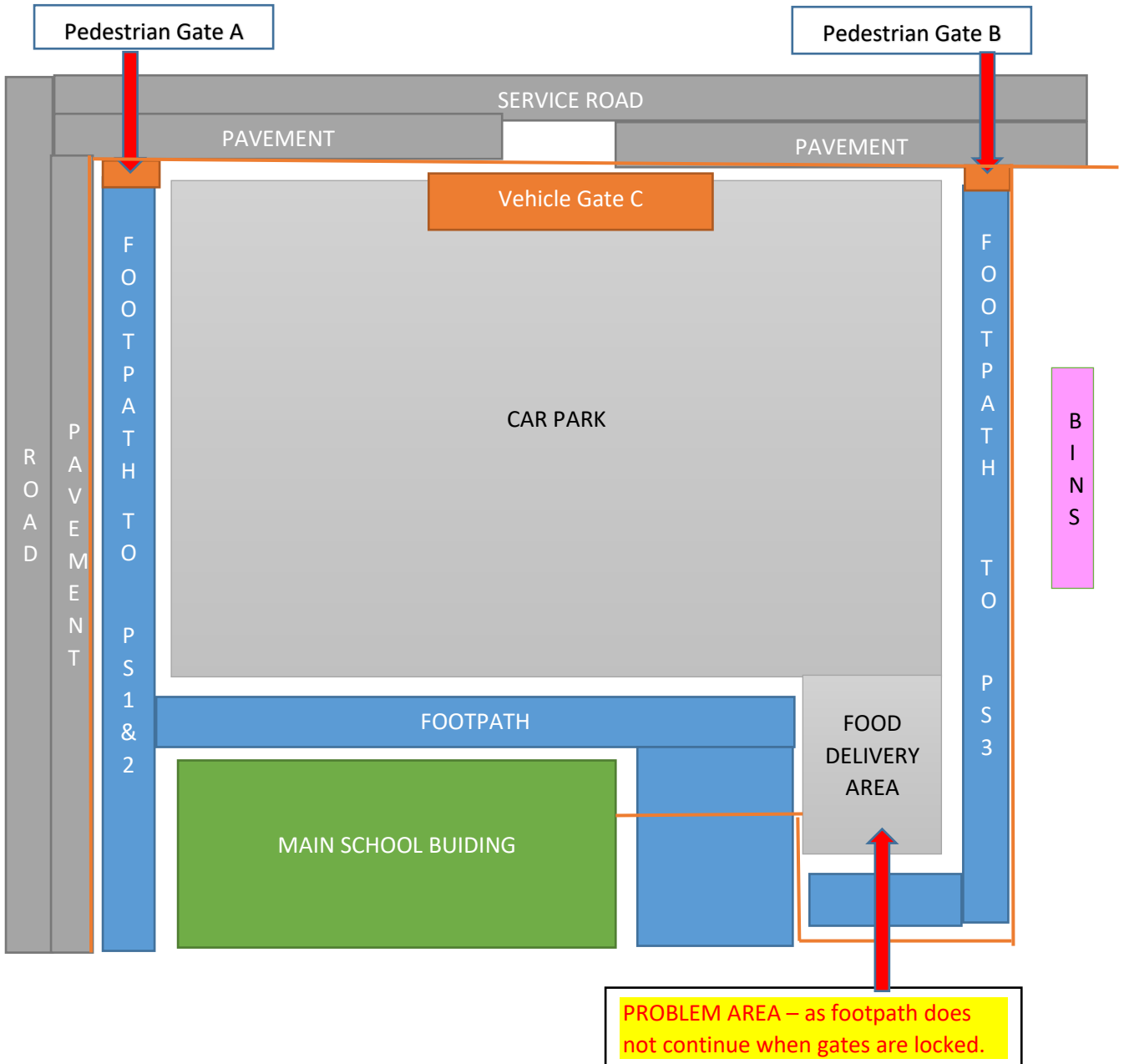
| | Print Name | Signed | Date |
|------------------------------------|------------------------|--------|------|
| Headteacher | Mrs Michelle Hutchings | | |
| Chair of Governors | Mrs Tammy Llewellyn | | |
| Chair of Health & Safety Committee | | | |
| Health & Safety Committee | | | |
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| 1. | Introduction |
| | <p>Penyrenghlyn Community Primary School is a large site situated on the main road in Treherbert yet its main vehicular and pedestrian access is on the service road behind. Significant vehicle movements throughout the day, peaking at the start and end of the school day - including staff cars, peripatetic staff, Support Services Staff (e.g. Children Services), delivery vehicles and contractor vehicles including, for example Contractors from Corporate Estates.</p> <p>A risk assessment has identified the significant traffic hazards at the school and control measures have been put in place to ensure the risks are kept to a minimum. A copy of the risk assessment is available from the Head Teacher. This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules to manage traffic movements at the school with the main objective to keep people safe, principally by segregation of pedestrians and vehicles. The TMP is published on the school's website.</p> <p>If there are any concerns about traffic safety on or around the site, these should be reported to the Head Teacher. Pupils and staff in breach of the TMP site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP, and it will be shared with pupils at the start of the academic year. The TMP will be uploaded to our website.</p> <p>Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.</p> <p>The school has no obligation to staff or parents to provide access to parking facilities for their vehicles. Parents are not permitted to drive their cars onto the school premises and park there unless they have sort permission in extreme circumstances (e.g. a parent or child with a disability). The TMP allows staff, visitors, delivery drivers and contractors to access the site at specific times only. It should be noted that non-compliance with the site rules could involve prohibiting vehicular access to those not following the site rules, or even the closing of the vehicular gates to all.</p> <p>An electronic copy of this TMP is accessible on the school website. A hard copy is on display in the reception area.</p> |

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2. Site Access / Layout (this section should be used to provide a plan showing the traffic management measures at the school including, drop off points, crossings, exits, entrances, one way system etc.)



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| 3. | Site Speed Limit |
| | Maximum speed limit of 5MPH throughout the school grounds. |
| 4. | Reversing |
| | <p>Reversing on the school site is to be avoided as far as is practicable.</p> <p>Where reversing is unavoidable, for example kitchen deliveries, refuse and recycling collections, reversing in/out of a bay when parking, drivers must use all reversing aids at their disposal - such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before reversing.</p> <p>No reversing must be carried out during the morning drop off or afternoon collection periods. However, in exceptional circumstances, such manoeuvres must be overseen / supported by an additional member of staff.</p> <p>Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.</p> |
| 5. | Pedestrians |
| | <p>Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gates A and B. Pedestrians must not use gate C which are for vehicles only.</p> <p>Pedestrians must follow the footpaths to access the playground or main entrance, or when leaving the premises.</p> |
| 6. | Staff |
| | All staff must adhere to the TMP site rules and must report any incidents of non-compliance with site rules they observe to the Headteacher. |
| 7. | Pupils |
| | <ul style="list-style-type: none"> • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only outside of the school entrances. • Pupils must avoid using earphones as this would disguise the sound of vehicle movements. • Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side; • When using the footpaths – walk, not run. • Pupils with scooters and bikes must walk using the footpaths when entering or leaving the cycle shed. |

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| 8. | Car Parks |
| | <p>There is one car park within the school grounds and is strictly for use by school staff, visitors, deliveries and contractors only. Only designated bays must be used for parking.</p> <p>Restrictions apply to the movement of vehicles during the morning drop off (08:45 – 09:15) and afternoon collection times (15:00 – 15:30). No vehicles will be allowed to enter/leave the car park during these times. However, in exceptional circumstances, such movement of vehicles must be overseen / supported by an additional member of staff to supervise and ensure safety. Signage will be added to the car park gate stating vehicles must not enter between 08:45 – 09:15 and 15:00 until 15:30.</p> <p>Drivers should proceed slowly within the designated 5MPH speed limit.</p> |
| 9. | Home to School Transport for Learning Support Class Pupils |
| | <p>Pupils from the Learning Support Class who are transported to and from school by the Integrated Transport Unit (ITU).</p> <p><u>Drop off arrangements:</u> The mini bus will pull in by the space by 'Vehicle Gate C entrance'. The LSC staff will open the gate at 9:15am to allow the mini bus to access the site. The LSC staff will close the gate. The minibus will park and knock off their engine. The LSC staff will support the LSC pupils off the mini bus and take them into school through the Main Entrance door. Once all the pupils are inside the school, the mini bus assistants will open 'Vehicle Gate C entrance' and leave the car park. They will then close 'Vehicle Gate C entrance' gate.</p> <p><u>Pick up arrangements:</u> The mini bus will pull in by the space by 'Vehicle Gate C entrance'. The LSC staff will open the gate at 14:45pm to allow the mini bus to access the site. The LSC staff will close the gate. The minibus will park and knock off their engine. The LSC staff will support the LSC pupils from the main entrance onto the mini bus. Once all the pupils are inside the minibus, the LSC staff will open 'Vehicle Gate C entrance' and the mini bus will leave the car park. The LSC staff will then close 'Vehicle Gate C entrance' gate.</p> |
| 10. | Parents Dropping Off / Collecting Pupils |
| | <p>Vehicles driven by parents are not allowed on the school grounds (unless they have sort permission in circumstances such as requiring a disabled parking space). No vehicles are allowed to enter the car park during 8:45am-9:15am and 15:00-15:30pm). Drivers of any unauthorised vehicles will not be allowed on site and will be politely informed of this. Signage on car park gates is clear. Any vehicles already on site will not be allowed to leave until after gate re-opening times.</p> |

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| 11. Visitors | |
| | <p>Visitors must only park in available spaces. All visitors must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules. Visitors are required to close the car park gates behind them and sign in at reception. On departure, visitors should sign out at reception and leave the building by the main entrance door, closing car park gate behind them.</p> |
| 12. Contractors / Deliveries / Waste & Recycling Collection / School Minibuses | |
| | <p>Contractors and delivery drivers</p> <p>Drivers of contractor and delivery vehicles must report to the reception desk in the main building to advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. These visitors will simply be advised of the site rules in relation to the area they are working at the time, as appropriate to the nature of their visit. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules (closing main car park gate behind them). Parking arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.</p> <p>Delivery drivers for food provisions for the canteen access the site during the school day and not during restricted times.</p> <p>Waste and Recycling Collection</p> <p>All refuse and recycling collections access the site during the school day and not during restricted times. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules especially reversing manoeuvres.</p> |
| 13. Outside School | |
| | <p>Parents are able to park on the service road outside the school except on the junction and zig zag yellow lines. There is also another area further down the service road where parents can park. We ask parents to not reverse into the space by 'Vehicle Gate C entrance' as pedestrians use this space to cross the road from 1 pavement to the other.</p> <p>The morning is less congested due to breakfast club. There is a concerning lack of any type of crossing for pedestrians surrounding the school including lack of crossing patrol person on the main road.</p> |
| 14. Supervision | |
| | <p>There are no supervisory staff. Solo and the caretaker ensure the gates remain closed at the appropriate restricted times.</p> |

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| 15. | Monitoring of Compliance Against this Plan |
| | <p>The Headteacher and caretaker carry out termly site inspections and will review the TMP. The outcomes of this monitoring will be noted, including details of any instances of non-compliance.</p> <p>Vehicle and pedestrian issues affecting safety will be dealt with by the Headteacher or delegated by the Headteacher.</p> |
| 17. | Reporting of On-site Traffic Incidents / Accident |
| | <p>Incidents and accidents must be reported initially to site management, who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form HS5(A).</p> |

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Appendix 1 –Drop Off Arrangements

| Drop Off Arrangements |
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| <p style="text-align: center;">Morning</p> <p>No vehicles are permitted through the main entrance during the times below. Signage will be displayed on the only vehicle entrance stating that vehicles must not enter between 08:45 – 09:15. At no time are pedestrians permitted to deviate from the footpaths or pavements if they see a vehicle attempting to enter as there is a significant risk of injury or death.</p> <p style="text-align: center;">Afternoon</p> <p>No vehicles are permitted through the main entrance during the times below. Signage on the only vehicle entrance states that vehicles must not enter between 15:00 – 15:30. At no time are pedestrians to deviate from the footpaths or pavements if they see a vehicle attempting to exit as there is a significant risk of injury or death.</p> <p>Staff should be proactive in supervising. General duties include:</p> <ul style="list-style-type: none">• challenging unauthorised or inappropriate parking which creates a hazard or congestion;• steering pedestrians away from hazard areas;• challenging pedestrians who are not using the footpath;• challenging and reporting incidents of excessive speed;• challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules. |

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Title of Plan: Traffic Management

I confirm that I have read and understood this plan.

| Name of staff member | Job Role | Date | Signature |
|-----------------------------|--|-------------|------------------|
| Michelle Hutchings | Headteacher | | |
| Jane Jones | Caretaker | | |
| Dona Sarsby | School Clerk | | |
| Kylie Thomas | FEO | | |
| Susan Green | HLTA | | |
| Sarah Ball | Teacher | | |
| Brooke Walters | LSA | | |
| Alix Tasker | LSA (Agency) | | |
| Lisa Lewis | HLTA | | |
| Shelley Eskins | LSA | | |
| Harriet Jenkins | LSA | | |
| Amanda Kinsey | LSA | | |
| Lisa Davis | Teacher | | |
| Jenna Gregson | LSA | | |
| Joanne Hanly | Teacher | | |
| Louise Richards | LSA | | |
| Louise Guy | Teacher | | |
| Vicki Hopkins | LSA | | |
| Kirsty Baker | LSA (Agency) | | |
| Melissa Preece | Teacher & ALNCO | | |
| Owen Wrangham | Deputy Headteacher | | |
| Ashley Jones | SNSA | | |
| Matthew McCoy | Teacher | | |
| Taylor Cross | LSA | | |
| Kathleen Moody | Lunchtime Supervisor Breakfast Club | | |
| Sheree Evans | Lunchtime Supervisor | | |
| Pamela Harris | Lunchtime Supervisor | | |
| Tracey | School Cook | | |
| Margaret | School Cook | | |
| Melanie | Kitchen Assistant Breakfast Club | | |
| Katie | Kitchen Assistant Breakfast Club | | |
| Nicola Thomas | Breakfast Club | | |

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