



Grange Academy

Belong • Believe • Achieve

Article 23: *You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.*

Site Traffic Plan

Policy Status: Statutory

Review Cycle: Annually

Owner: Rachel Timms - Headteacher

Date: May 2026

Approved by: Local Governing Body (LGB)

Date: May 2026

Review Date: May 2027

Introduction

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

Grange 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.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils and staff in breach of the site rules may be subject to disciplinary action.

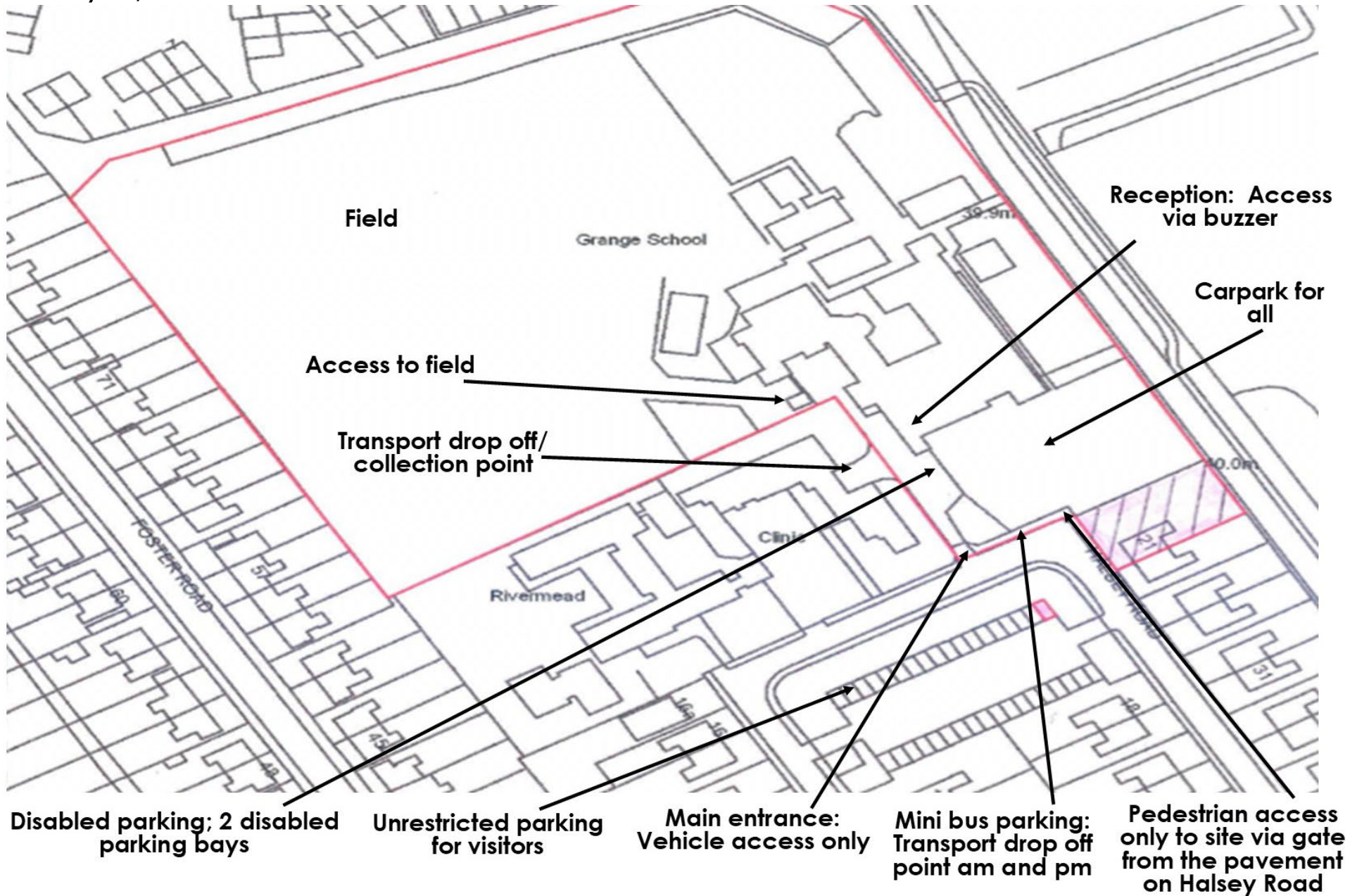
Copies of this document have been given to school staff, pupils, parents, and carers. Copies are also available on the school website.

The document will be reviewed annually, and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact:

School office on 01234 407 100 or grange@biltt.org

School Layout / Access



Pedestrians

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow other users to pass safely. Staff will ensure that pupils walk in an orderly fashion when walking to any local off-site venues.

Pedestrians should only access the school from the pedestrian gate as illustrated in section 2. No pedestrians should enter the school from the main drive access point into the staff parking. Pedestrians need to recognise that these may be adjacent to vehicular access points that will always be in use and should exercise caution.

Designated Entry Points: Pedestrians should follow the local footpaths along Halsey Road where there is 1 pedestrian entry point located at the front of the school through the school pedestrian gate. The vehicular access should not be used by any pedestrians or pupils on bicycles. Entry into the school building is through the main entrance at reception.

Pupils

It is very important that pupils set a good example to others. There are several site related areas pupils should be aware of:

- Pupils should be particularly aware that **entry into the school ground via the drive/vehicular access points (school car parks and the service area) 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.
- Pupils found to be climbing over railings/fences, not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.

Pupils must not walk in the staff car park at any time, unless dis/embarking the school minibuses or a taxi. Pupils must follow the instructions of staff and be aware of the following:

- All buses must be at a complete stop with engines turned off before any pupils disembark or embark. Drivers cannot see pedestrians who are out of their view. Pupils must make sure that they are acting responsibly. Pupils will be supported by adults. Staff on transport duty will wear yellow high vis jackets to ensure visibility.
- Only use the path identified to access the main entrance. No one should cross the car park as a pedestrian to access the pavement on the perimeter of the school. To access the school please use the main footpath and access point.
- Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- When using the footpath, pupils are expected to 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 Halsey Road into the school grounds by the pedestrian entrance gate, dismount the cycle before entering the gate and walk to where the bicycles are stored outside the school office. They should exit the school via this same routine and route.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors. Entry using any other door is not permitted.

Drop Off

There is no designated-on site area for parents to drop off pupils, however the parking opposite the school/GP clinic can be used for this purpose. Parents should accompany their child safely on to the school grounds via the pedestrian gate and not through the car park entrance. No vehicles should be accessing the school car parks for this purpose, without proper permission from the Headteacher. Please park sensibly to keep the free flow of traffic and access for emergency vehicles on Halsey Road. Please also respect our environment and do not leave engines idling, this avoids pollution.

Staff

There is a car park within the school grounds which is for the use by school staff and include 2 disabled bays. Drivers must always proceed slowly within the car parks. Please bear in mind that some pupils 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. Cars must be parked to allow space of manoeuvring of the school minibuses and other cars. During drop off and pick up times, the gates to the second car park will be closed and traffic in and out of site will be restricted.

Visitors

Visitors are welcome to park in the school grounds providing there is space within the car parks. Please be aware that the car parks are often busy so please park sensibly, doing so will allow unrestricted movement of other vehicles during the school day and at peak times. Users of our car parks do so at their own risk. The Academy will not accept responsibility for any damage, accidents or losses.

Parking is not permitted in the minibus area at any time, even for the shortest of visits.

Alternative off-street parking is available adjacent to the school and clinic or if available up Halsey Road. Please park sensibly to keep the free flow of traffic and access for emergency vehicles on Halsey Road.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the reception door and wait for the door to open. All visitors must report to reception, sign in and will be given a lanyard before entering into the main school. On leaving, all visitors must sign out at reception, return their lanyard and leave the building by the main entrance door.

Contractors / Deliveries

Drivers of service/delivery vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time. The school actively discourages deliveries between 08.30-09.00 and 15.00-16.00 hrs when pupils are arriving to or leaving school. This is to reduce the likelihood of any accidents.

School Transport Providers - School Buses

Buses that enter the site to collect pupils access the site from Halsey Road.

The Senior Leadership Team has designated the drive for sole use of the buses between 8.30am – 9.00am and 3.00pm – 3.30pm

Seventeen transport buses/vans enter the school from Halsey Road via the vehicle only entrance. The remainder of the school transport will use the outside drop off point as illustrated on the map on page 3

The bus should be at a complete stop with the engine switched off before allowing pupils to get on or off the bus. Only when pupils are clear of the vicinity of the drive (am) or all on board (pm), and a member of staff have given drivers the “all clear” signal should drivers exit the school following the agreed departure sequence.

Pupils are reminded about good conduct and sensible behaviour when getting on and off the minibus parking, however if there are any concerns about this, they must be raised via the designated staff supervisors during the morning/afternoon pick up.

School Transport Providers

Contracted vehicle drivers (taxis and minibuses) will have specific instructions given to them through Bedford Borough Transportation Services as part of the terms of the contract. However, there are some specific comments to make in relation to the site at Grange Academy:

Minibus and Taxis for pupils

These vehicles must use the designated places of the school grounds for drop off and pick up. Only by agreement with the Senior Leadership Team, should the staff car park be used at pupil collection and drop off times.

All Visitor Access

Pedestrian access is by the main front entrance. Both sets of doors are operated by staff, they will not open until the buzzer is sounded. Access to the building is only permitted via the front entrance. Visitors need to press the call buzzer located at the reception doors and wait for the doors to open.

Disabled Access/Parking

There are 2 disabled bays located along the drive at the entrance to the car park. These spaces are labelled with signage on the fence and the parking space floor. Vehicles parked in these bays should display their blue badge.

If parents, visitors or staffs require information on access of the site, they should contact the school reception in the first instance on 01234 407100.

Outside the School Grounds

The school accepts that parking near the school is not easy. Halsey Road is a thoroughfare 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. However,

pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access point.

There are several parking spaces across the road from Grange Academy as illustrated in section 2, however these are also used by visitors to the clinic and there are no guarantees of spaces. Entrance to the school should be through the pedestrian gate and not via the main drive. Please do not park on the bend or grass as this will cause an obstruction and you may get a ticket from the regular traffic warden visits.

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 must negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys. Emergency services must always be able to easily access Halsey Road.

In addition, minibuses need to be mindful of their vehicle lengths and ensure that other drivers can drive pass them after they have parked. It is their responsibility to ensure that the road is always clear and accessible.

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

Management Practices

Key to the ongoing monitoring of the plan is the role of school leaders and other staff. 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 Senior Leadership Team will arrange for daily supervision around the school transport parking areas and the pedestrian areas at the beginning and end of the school day. Staff members on duty will be wearing high visibility jackets and should be easily visible.

Monitoring of compliance against this plan

Where issues arise with vehicular access, taxi/minibus drivers, pupils and staffing, these will be dealt with or escalated by the school Transport Liaison Assistant. The Senior Leadership Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Bedford Borough Transport or other appropriate officers which may result in investigative action.

If visitors/contractors/deliveries need any advice on access or parking before their visit, please call the school reception on 01234 407100.