

Porthcawl Comprehensive School

Traffic Management Policy



Approved by: Full Governing Body

Date: 1st December 2025



PERSEVERANCE CREATES SUCCESS



Record of Amendments

Date	Reason for Amendment	Authorised by
October 2025	BCBC site visit included a review of this policy. Minor adaptations to wording suggested to remove any ambiguity.	Headteacher (MIS)



I - Introduction

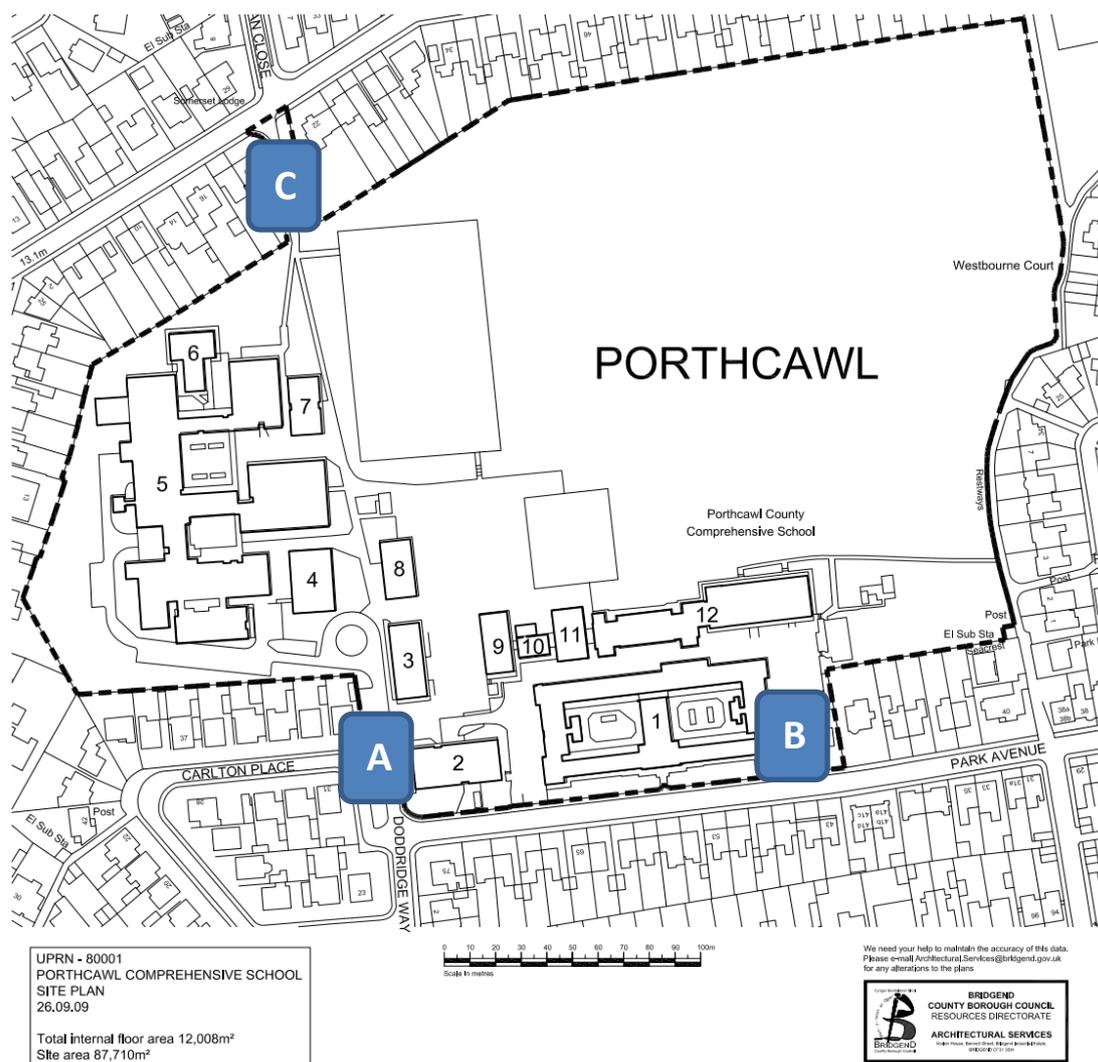
This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrian and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Porthcawl Comprehensive 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 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 leadership team or school office. Written concerns should be directed to info@porthawlschool.co.uk

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. These instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action. Other site users in breach of the site rules may face proportionate sanctions to ensure the health and safety of all site users.

The document will be reviewed annually and awareness raised (where appropriate) through parental events, school assemblies and staff meetings.

II - The School Layout



III - Access Points and Electronic Gates

There are three entrance points onto the school site, as indicated in the site plan above:

- A. The main school entrance at the junction between Carlton Place, Dodridge Way and Park Avenue. The entrance has vehicle and pedestrian access. This entrance is also adjacent to the main school reception where visitors sign-in (Building 2 on the map).
- B. The entrance to the school from Park Avenue. The entrance has vehicle and pedestrian access, although vehicle access beyond the gate is restricted to contractors and community sports hall use in the evenings.
- C. The entrance to the school from Severn Road. This is a pedestrian only entrance which remains locked between 8:45am and 3:00pm.

The main school entrance (A) uses an electronic gate system for vehicle access. In order to minimise the risk to site users, the school operates a vehicle lockdown at specific times of the day. During these lockdowns, no vehicles should be in use on site and the electronic gate will lock and not open automatically. These times are 8:35–9:10am, 11:00-11:30am, 13:20-14:10pm, 15:00-15:10pm. All vehicles must adhere to the lockdown during these times. Outside of these lockdown times, the electronic gate is operated remotely by reception staff who monitor vehicles coming onto and leaving site. Alongside the electronic gate is a pedestrian entrance gate which remains locked between 8:45am and 3:00pm each day. Between 8:30 and 8:45am the pedestrian gate is monitored by staff to support safe entry onto the school site for pupils.

The second vehicle entrance (B) uses a magnetic lock gate to control vehicle access. The entrance leads to a self-contained parking area which is used by community groups outside of school hours. During the school day, this area is only used by vehicles from the site team or contractors working on that side of the school. Staff and visitors to the school may use the parking spaces in front of the gate, but do not have vehicle access beyond the gate. Any other vehicle use of this gate will need to be pre-arranged and occur outside the hours of the school day. There is also a manually locked pedestrian access gate at this entrance. Staff and pupils may use this entrance up to 8:45am each morning. The site team will then lock this entrance at 8:45am and the gate will remain locked until 3:00pm.

The Severn Road entrance (C) is a pedestrian only entrance, used by pupils at the start and end of the school day only. The entrance is monitored by staff between 8:30am and 8:45am to support calm and safe entry into the school. The entrance is open until 8:45am each morning and remains locked until 3:00pm each afternoon during term time.

IV - Guidance for pedestrians and pupils on foot

Porthcawl Comprehensive School does not have any public right of way leading through the school. All visitors to the school should report to the school reception in the first instance. The school reception is on Park Avenue and all pupils and pedestrians should use the pavement to the front of the school and avoid spilling out into the road, particularly at busy times of the day such as the start and end of school. When accessing the school site on foot, all pedestrians should be mindful of the adjacent vehicle access points and should exercise caution.

Pupils should only use the designated entrance points (A, B, C or the school reception) to enter and leave the site. Pupils can use all pedestrian access points in the morning up to 8:45am each morning. After that time, all pupils should enter the school through the Reception area. Pupils should set a positive example and



avoid behaviour around traffic which could be dangerous. This includes running across roads, not following staff instructions around road safety and not following specific instructions set out in this plan. If pupils use a bicycle or scooter to come to school, they must ensure they dismount and walk once on the school site. The same rule applies to these pupils when leaving the school site at the end of the day. At the end of the day, all pupils should move themselves away from the area immediately outside the school by 3:10pm to support safety once the vehicle lockdown comes to an end. Electronic bicycles and scooters must not be used on school grounds and pupils should not bring them to school.

V - Guidance for all vehicle users when on school premises

All vehicle users should be aware of the school environment and exercise appropriate levels of caution and vigilance when on site. The following rules apply to all vehicles when on site:

- There is a strict speed limit within school of 5mph.
- No vehicles should be used on site during identified times of the day (8:35–9:10am, 11:00-11:30am, 13:20-14:10pm, 15:00-15:10pm).
- All vehicles must adhere to all signage, road marking and direct instructions from staff regarding site access.
- All vehicles must be parked in clearly marked bays only.

Alongside this, there is also specific guidance for different vehicle users below.

a Staff Vehicles

Staff parking is distributed around the school site and there is no specific staff car park which is separate to other parking areas. Staff parking is available on site until 8:35am each morning, when the electronic gates are locked. Staff are expected to drive with caution, particularly if they are arriving on site during times when the number of pupils on site is increasing. Staff must also adhere to the vehicle lockdowns at the end of the day and remain on site until 3:10pm. Basic details of staff cars (such as registration numbers) must be shared with the school office so they can be identified in an urgent or emergency situation. If a member of staff needs to leave site during the school day because of an urgent or emergency situation, please adhere to the guidance in section F around emergency situations.

b Buses or excursion vehicles

All pickups should be made from Park Avenue bus bay, Minibus movements are planned to avoid pupil movements by use of the Parking bay on Park Avenue.

c Visitor parking (including Governors, parents and staff from other providers)

Visitors to the school can use parking facilities on site if they wish, however on-street parking is also available close to the school. All visitors wishing to park on site must use the main vehicle entrance (A) and report to reception immediately after parking to sign-in. Please use clearly marked parking spaces only. Visitors will not be permitted to enter or leave site during vehicle lockdowns unless it is an emergency. Please see section f below for further details regarding protocols for emergency situations.

d Delivery or service access vehicles

All deliveries and service access vehicles must report through the main vehicle entrance (A). All deliveries between 8:35am and 3:10pm will need checked in by reception staff via the telecom at the entrance. The delivery room is located at the back of A Block (building 2 on the site plan), immediately on the right as



vehicles enter the site. Delivery vehicles should use the yard space by the back entrance to the block, taking additional care for any pupils near the entrance. Please can all delivery and service access vehicles follow the advice and guidance from reception staff or the site team regarding vehicle safety. Site vehicle lockdowns apply for deliveries and service access vehicles, and companies are requested to plan their delivery times to avoid being locked on site or unable to gain access for a period of time.

e Contractor vehicles

Contractor vehicles must report to reception (in the same way as delivery vehicles). The site team will be notified when contractors have arrived on site, and the site will escort contractor vehicles to their working locations.

f Disabled Access and Emergency Situations

Vehicles wishing to access disabled parking should enter the site through the main vehicle entrance (A) and proceed straight ahead to the mini roundabout. There are disabled access parking spaces located on the roundabout. These spaces are clearly marked out on the road surface. If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance.

If a member of staff, pupil or visitor is in an emergency situation and needs to enter or leave the school site in a vehicle during vehicle lockdown times, or access an area of the site that is not usually occupied by cars, the following safety precautions will be put into effect:

- Authorisation for a vehicle to enter, leave or move on site during vehicle lockdowns can only be granted by a member of the senior leadership team (specifically the Headteacher if on site)
- Vehicles on site during a vehicle lockdown will be escorted ('walked') by a member of staff through the site to their destination, ensuring that all pedestrians are kept a safe distance away
- The duty officer and other available staff will support safe vehicle access and occupy areas on the vehicle's route where footfall is likely to be higher
- Communication between staff will be supported through use of the 2-way radio system

g Outside the school grounds

Parking directly outside the school entrances can be difficult during the start and end of the school day due to high volumes of traffic. Where possible, parents/carers are encouraged not to park directly outside the school. Please attempt to drop children off further away and encourage them to walk the remaining distance to reduce congestion at peak times.

Parking indiscriminately, such as mounting pavements, double parking, stopping on yellow lines, obstructing access points to streets and driveways, parking in bus parking bays, parking near junctions or obstructing visibility for pedestrians into nearby roads is a danger to pupils and other road users. The resulting congestion can also cause delays to services and ongoing journeys. Please act responsibly and park away from the school whenever possible.

h Sixth Form pupil vehicles

Due to the limited number of parking spaces on the school site, Sixth Form pupils are not permitted to park their own vehicles on the school site. Sixth Form pupils are encouraged to park safely and legally on the



roads close to the school site or by the sea front. Pupils are also encouraged to be positive role models and to drive safely and carefully on the roads through assemblies and other school-based events.

i External Clubs and Hirers' vehicles

Where external providers are operating within the hours of the school day, they must adhere to the same protocols as other visitors to the school (see section c). When bringing heavy equipment, trailers, or larger vehicles onto site additional care and caution must be taken by drivers and school staff. Large vehicles and trailers should be brought in and taken off school site outside of the hours of the school day whenever possible. Guidance for all vehicle users (section a) still apply outside of the school day. External providers and hirers making use of school facilities must ensure all participants use the appropriate entrances and parking spaces depending on the facility they are using:

- **Swimming Pool:** please use the main entrance (A) and park in the bays along the outside perimeter of the school close to the pool by following the marked roads to the left after entering the school.
- **Astroturf pitch:** please use the main entrance (A) and park in the bays in the central yard of the school by turning right immediately after entering the site.
- **Jubilee Theatre:** please use the main entrance (A) and park in the bays in the central yard of the school by turning right immediately after entering the site.
- **Gymnasium:** please use the main entrance (A) and park in the bays in the central yard of the school by turning right immediately after entering the site.
- **Sports Hall:** please use the secondary entrance (B) and park in the bays outside the front of the Sport Hall or on the road close to this entrance.

VI – Monitoring of this plan

Senior leaders and the site team will review this policy annually and make amendments as required. All staff have a responsibility to make sure they are acting in such a way as to not compromise the health and safety of themselves or others. The site team will respond to all reports or concerns regarding vehicle access or concerns regarding vehicles on site. Staff on duty by gates in the morning will support safe entry on to site in the mornings.

Where issues arise with vehicle compliance with any element of this policy:

- The Operations Manager will address contractors, delivery companies and external providers.
- The senior leadership team will address issues regarding staff, pupils, parents/carers and visitors.

In the event of non-compliance with this policy, the site team will keep a record of the incident and appropriate actions taken. This includes possible disciplinary action and reports going to Contractor or Service Management which may result in investigative action. The Senior Leadership Team (SLT) will support the operations manager in this process.

