



# Norwich Road Academy

## Parking Policy

Date of policy	September 2025
Member of staff responsible	Julia Miles
Review Date	September 2027

Norwich Road Academy takes the health and safety of their staff and pupils seriously. This policy has been formulated with the staff, pupils, visitors, deliveries and authorised vehicles in mind.

Whilst the school cannot control parking outside its boundaries, parents of children attending the school are asked to park within the law and with consideration for other road users, pedestrians and our immediate community.

The academy has a Staff Car Park. This is private property and is only to be used by school staff and authorised vehicles. which include:

- Delivery Vehicles
- Waste Collection Vehicles
- Emergency Services Vehicles
- Disabled Blue Badge Holders

The following generic safety controls apply in this car park:

- A 5 mph speed limit applies.
- Pre-booked taxis for the transportation of staff or pupils must be arranged through the school office.
- Visitors or contractors with a prebooked appointment with the school are able to use the car park.
- All drivers must exercise due care and attention when manoeuvring and must conduct a visual risk assessment.
- Vehicles must be parked only in allocated spaces.
- Parking is at the user's own risk and responsibility is not accepted for accident, damage or loss.
- Visitors and contractors should report to the academy office upon arrival and must complete signing in process.
- The academy office will request vehicle registration details for those parked on our premises.
- Any driver blocking another vehicle in must advise the academy office.
- The academy site facilities team are responsible for monitoring the weather forecasts and will ensure that the academy staff car park is gritted along with all points of access and egress and, if required, the school grounds.
- The academy site facilities team are responsible for monitoring the surfaces, footpaths, walkways, lighting etc within the staff school car park and surrounding school grounds.
- Health and Safety is the responsibility of all staff and service users. Any concerns should be promptly reported to our academy office.

This policy will be reviewed by the academy regularly and any amendments or updates shared with staff and relevant parties. The policy will be disseminated:

### **Parents and Carers**

Parking within the academy staff car park is restricted to staff and authorised vehicles only. Parents / guardians should not use the car park as a drop off at any time of the school day, with the only exception being pre-authorised vehicles.

Parents dropping or collecting children at Extended Schools provision have permission to utilise the car parking facilities outside core school hours. However, this is at their own risk and we encourage vigilant supervision when children are entering or exiting vehicles and traversing across the car park. This option will regularly be reviewed and may be revoked by the academy, should safety concerns arise.

Parents must not park on the zig zag or double yellow lines in front of the school. We ask that parents and carers please help us to ensure that our pupils and others are kept safe. For this reason, children should not be dropped at the traffic lights at the pedestrian crossing.

Norwich Road Academy recognises its role within the community and requests that parents park with consideration to neighbours and other road users. Our academy entrance is on a busy road. Parking can be problematic and demands care, vigilance and responsibility.

Many parents utilise the supermarket car park opposite the academy. Please note that this is a time limited option and the supermarket may issue a fine for an overstay.

Any parents arriving late must still park as above and their child/children brought to the academy office, using the footpaths leading to the main entrance, to be registered on site.

Parents and children are not permitted to access the school premises using the staff car park entrance.

### **Official Visitors**

Visitors and contractors who have a pre-arranged appointment can park in the staff car park if there are available spaces.

- Visitors should park courteously.
- Visitors should not block in other vehicles and use designated parking bays.
- Visitors should not block any gate or fire exits.

### **School Staff**

Members of staff must park courteously.

Staff must only park in designated bays.

Spaces are allocated via our academy office team.

Staff vehicles type and registration details are retained by the office. If your vehicle details change, please keep them informed.

Space is at a premium. Should it not be possible to offer all staff a parking place, priority will be allocated related to distance travelled. Any other personal circumstances that impact the need for a parking space will also be considered.

Any member of staff intending to leave their vehicle overnight or during the weekend must inform the school office. This will be at their own risk.

The school accepts no responsibility of liability whatsoever for any damage caused by any means to vehicles parked in the school staff car park, their contents or persons travelling as passengers or drivers.

### **Authorised Vehicles**

The school staff car park is private property. The use of the school's car park for both Blue Badge holders, and the non-disabled is at the school's discretion.

The car park is used by school staff and they are authorised users. Unless they are registered disabled and blue badge holder, they will not be authorised to park in the designated places for the disabled, without prior agreement with the school.

The academy provides one car parking spaces for the disabled and blue badge holders.

Blue badge holders need to make themselves known to the school. They are obliged to identify themselves to the academy office for their identification and blue badge to be clarified and these details, including expiry dates will be checked. The blue badge is allocated to the holder and not the vehicle, thus it is for the holder's use and benefit only.

The academy will retain vehicle details such as colour, model and registration number plus blue badge serial number this will enable a permission to be granted and access to the school staff car park between agreed times. Blue badge holders are asked to note that the school reserves the right to refuse admission to the school staff car park if the blue badge holder is either not present in the vehicle or is not a pupil in the school.

The academy will strive to be fair-minded with all blue badge holders, but there may be occasion when we will refuse access to the car park. Specifically, if:

1. The blue badge holder has not previously identified themselves to the academy office.
2. The blue badge holder is not visiting on academy business or the prime collector of a child.
3. The blue badge holder or driver has been frequently challenged for reason outlined below.

We would challenge access to the car park if:

- The vehicle containing the blue badge holder has parked unsafely, inconsiderately or is blocking access to the site, for example.
- The blue badge is not clearly displayed in the vehicle.
- Service users do not uphold the expectations or ethos of the academy, for example by smoking or using inappropriate language.

### **Legitimate Use of the Disabled Car Park Spaces by Blue Badge Holders:**

Vehicles will be allowed access to use the designated disabled car park spaces for any of the following reasons:

- Where the blue badge holder is member of staff, pupil, trainee, governor or authorised visitor, their vehicle can use the designated car park space for collecting and dropping off purposes.
- Where the blue badge holder is member of staff, pupil, trainee, governor or authorised visitor, their vehicle can utilise the designated car park space for waiting purposes.
- Where the blue badge holder is not as mentioned in points 1 and 2 above, but is the prime collector of a child entitled to a Blue Badge, they can use the designated car park space for collecting or dropping off purposes. We encourage close supervision and vigilance when children are entering or exiting vehicles and traversing across the car park
- Where the blue badge holder is visiting on school business for example meetings with staff, or events etc, their vehicle can use the designated car park spaces.

### **Other Authorised Vehicles**

The waste collection bins are emptied / collected from the academy premises every week. Wherever possible deliveries are requested to arrive outside of school drop off and collection times. However, this is not always possible and all car park users are requested to be mindful of large vehicles that must be able to access the site.

Where possible contractors will be asked to arrive outside of school drop off and collection times.

Access for emergency vehicles e.g. Fire Brigade, Police, Ambulance or Paramedics take Priority.

Pre-ordered taxis arranged through the academy office will be allowed access.

### **Accessing the Norwich Road Academy Staff Car Park without permission**

Our Staff Car Park is a private parking facility. Any drivers of vehicles that access without permission, or contra to the above expectations, will be reminded by academy staff of this policy and the expectations in place. We would anticipate that the recipient of the reminder would understand the need and the nature of it. Our policy supports safety for site users and effective operations of the academy. In the spirit of a positive academy ethos, and the necessary ability to work collaboratively with parents, and other professional visitors, we would expect that no further reminders would be necessary.

### **Supporting policies and documents**

Norwich Road Academy Parent Code of Conduct  
Norwich Road Academy Safeguarding Policy  
EMAT Health and Safety Policy  
EMAT Violence, Abuse and Harassment Against Staff Policy  
EMAT CCTV Policy