

Traffic Management Policy

CEFN SAESON COMPREHENSIVE SCHOOL

01.09.2026

Review Date: 01.09.2026

TRAFFIC MANAGEMENT ARRANGEMENTS

Contents

1. Introduction
2. Premises layout and access
3. Premises opening and closing times
4. Bus management
 - 4.1 Bus Management: Staff supervision
 - 4.2 Bus Management: Location and timings of staff supervision
5. Premises entrances
 - 5.1 Vehicles on the premises
 - 5.2 Staff vehicles
 - 5.3 Visitors
 - 5.4 Parents vehicles
 - 5.5 Senior Staff
 - 5.6 Pedestrians
6. Parking
7. Vehicle access
 - 7.1 Service deliveries
 - 7.2 Minibuses, & Taxis
 - 7.3 Emergency access
 - 7.4 Cycles
8. Pupils
9. Footways
10. Access to and from the premises

1. Introduction

All vehicles will adhere to a maximum 5mph speed limit whilst on site.

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

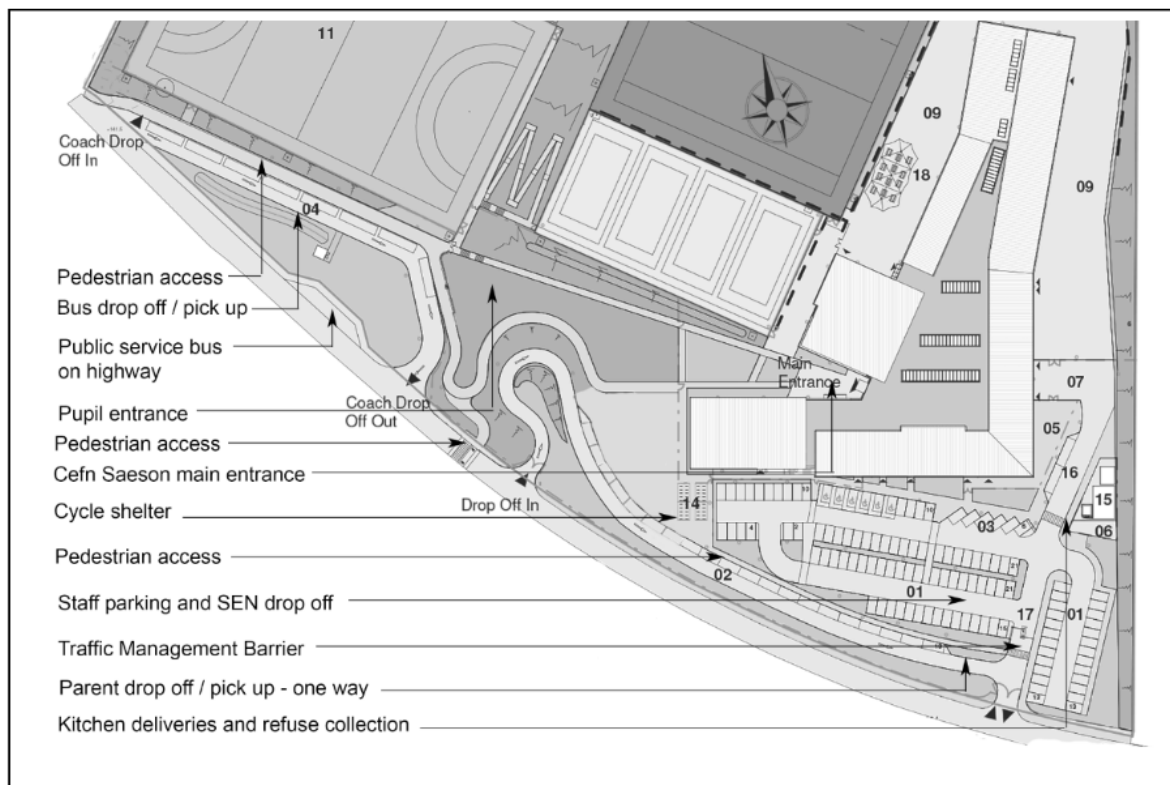
Cefn Saeson takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when on the grounds of the premise or within the vicinity, take care, exercise caution, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to Mr John Byrnes (Premises Manager), email byrnesj2@hwbcymru.net

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. This document will be available on Cefn Saeson School website. The instructions constitute site rules. Persons in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from reception and from the Premises Manager/Business Manager and Deputy Head and on the website <https://cefnsaeson.school/school-policies/> The document will be reviewed annually or when there are significant changes, and awareness raised regularly through staff meetings / parental events / pupil sub-groups / assemblies etc.

For further information, please contact: Mr John Byrnes – Premises Manager
Byrnesj2@hwbcymru.net

2. Premises layout and access



3. Premises opening and closing times.

The premises will be open at 6.30 am and will close from between 7.00 pm & 9.00pm during Term Time depending on lettings.

During the Summer Holidays the school will be open at 7.30 am until 3.30pm or later if lettings require it.

Pupils are to be on school site by 8.25 am and leave the school site at 2.45 pm.

Morning Break for all Year Groups – 10.50am to 11.05am

Lunch Break for all Year Groups – 1.00pm to 1.45pm

Vehicle Access:

- All Staff must use the parent drop off road to access the main carpark between the hours of 7.45 am to 8.20 am.
- The pupil drop off road will be closed from 8.20 am until 9.00am.
- From 8.20am Staff, visitors and permit holders must use the main carpark entrance to access the main carpark.
- From 08.20am to 09.00am and from 2.00pm and 2.50pm the entrance barrier will be closed, raising the barrier is via a keypad with instructions to contact reception or by entering a key code (given by Premises Manager)

- Pupil drop off area will be closed from 2.00 pm until 2.50 pm
- Cleaning staff must park in the main carpark before 2.50 pm.

4. Bus management

Pupils using the buses will drop off in the bus bay between 8.00 am to 8.25 am. Buses arrive and park in the bus bay from 2.15 pm to 2.45 pm. Buses remain stationary until 2.50 pm. The final bus has departed by 2.50 pm.

4.1 Bus Management: Staff supervision

Staff supervise departures in the afternoon. Staff are required to wear a Hi-vis jacket or vest. High vis vests for teaching staff are stored in the admin block main storeroom. These are available for use by staff on duty that day. Senior staff (on duty Rota) and caretaking staff on duty will carry a walkie talkie (channel 4).

4.2 Bus Management: Location and timings of staff supervision

Departures – SLT and 1 member of staff will be on duty in the bus bay area. Staff will be responsible for the safe embarkation and departure of the buses.

5. Vehicles on the premises

- All vehicle drivers need to exercise extreme caution and adhere to safety signage on site.
- The site operates a one-way policy with access through the staff car park and exit through the car park area (please refer to the map).
- On street parking may be available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

5.1 Staff vehicles

Staff must park in the allocated car park only and should take care not to obstruct any access routes. Drivers should always proceed slowly (5mph max) within the car park, please bear in mind that some young people and some pupils with additional support needs 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 building. Staff need to inform the office of their registration number so

that you can be contacted if there is a need to do so. To avoid unnecessary vehicle congestion, members of staff that drive to work must arrive on site by 8.25 am and be aware of the movement of minibuses and taxis dropping pupils off.

School staff may leave after 2.50 pm when pupils have left, and the school transport has departed.

5.2 Visitors

Visitors may park in the main car parking bays. On arrival, visitors will need to contact the main office via the barrier intercom to access the main car park. Visitors will then need to contact the main office via the Gate intercom to gain access to the school and follow signs to Reception. The Community Entrance Door will be locked from 8.20am to 2.40pm and will not lead to Reception and is not to be used for visitors during the school day. On exit, the barrier automatically rises. Visitors should exercise extreme caution when driving on the site.

All visitors must report to reception and sign in using their Name, site contact and vehicle registration number, they will be given a lanyard and will not be allowed into the building until they speak to a member of staff on Reception. On departure, visitors should sign out at reception and leave the building by the main entrance door.

There are also disabled parking bays for use by permit holders.

If visitors need any advice on access or parking before their visit, please call-in advance on 01639 791300

5.3 Parents' vehicles

When dropping children off, or picking them up, parents / guardians are permitted to use the Pupil drop off road which will be closed at 8.20am and re-open at 9.00am. The drop off road will then be closed at 2.00 pm and re-opened 2.50pm. If this facility is not used by parents / guardians they are requested not to park indiscriminately on the highway, and where possible are encouraged to walk their children to school. In the light of the Authority's "Safe routes to schools" initiative, parents / guardians are reminded of this request via newsletters and social media.

5.4 Pedestrians

All pedestrians are to enter / exit the site from the designated entrances/exits.

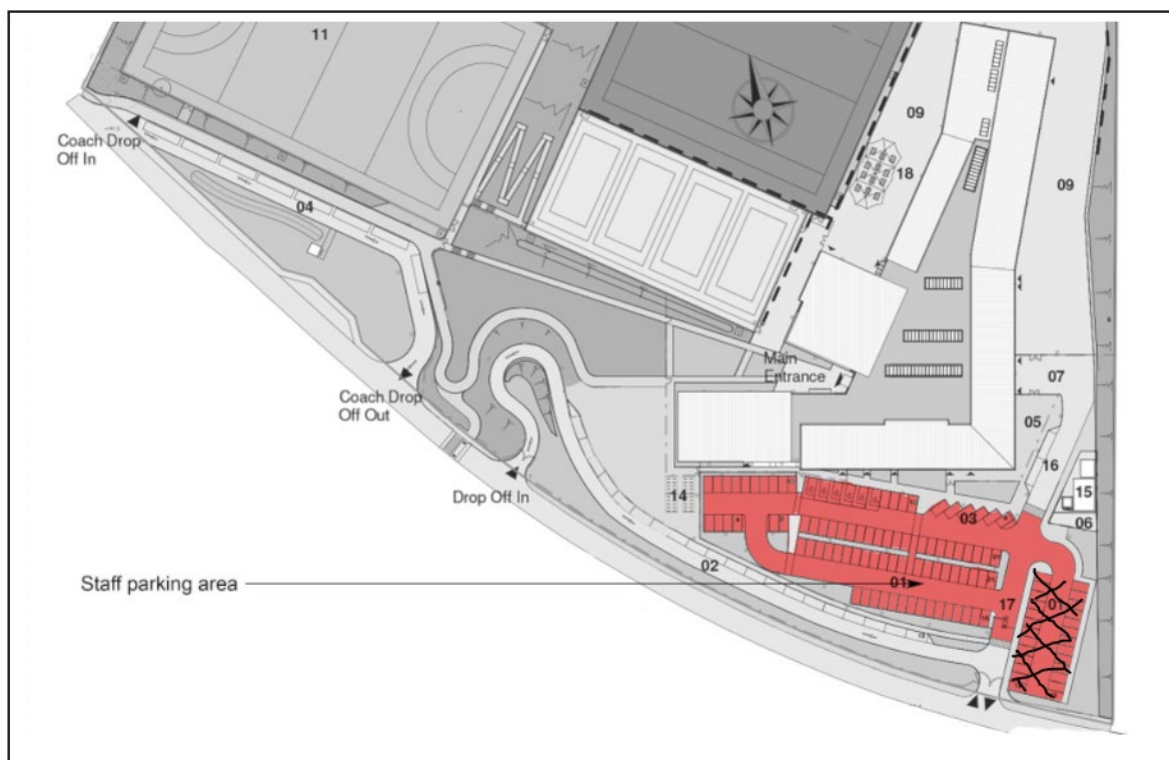
Pedestrians should make sure that they use routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the site from the designated entry points.

6. Parking

A regular review of parking arrangements is undertaken to consider if:-

- The parking spaces are in appropriate places.
- The position of the spaces hinders access to/egress from the building.
- Vehicles must cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.



7. Vehicle access

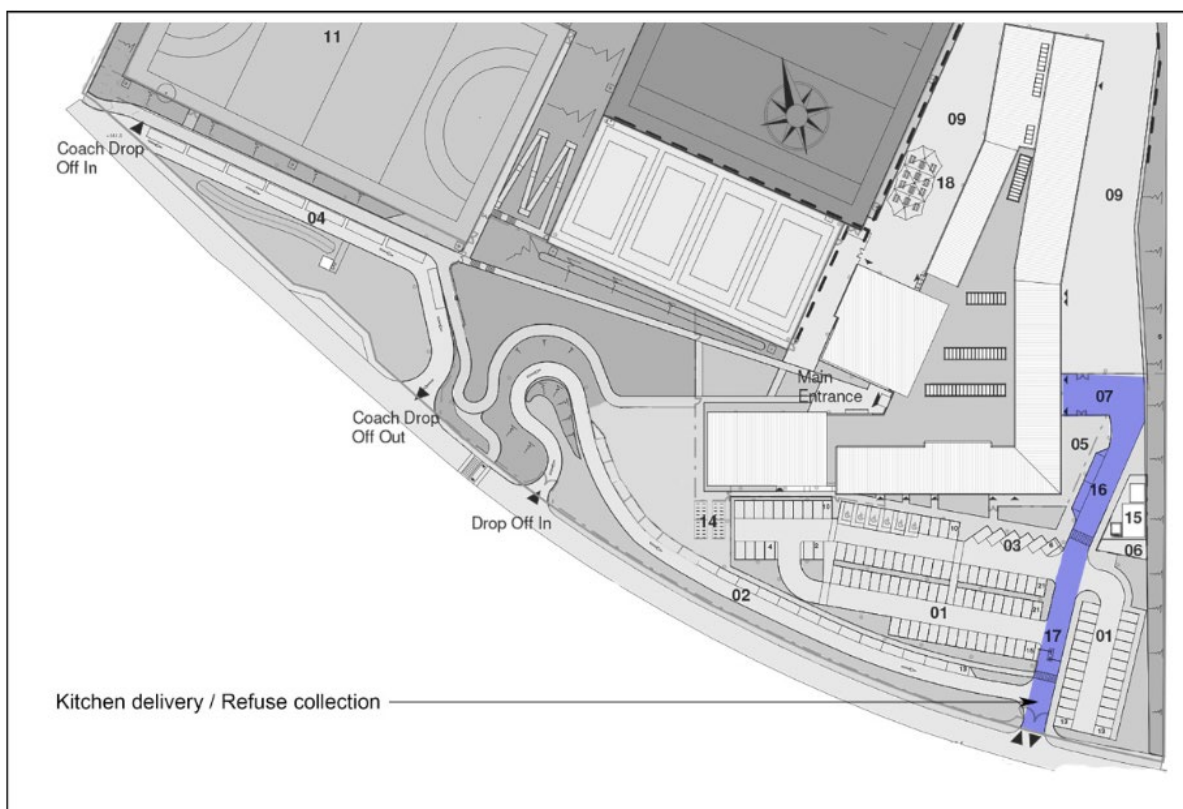
7.1 Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) will phone the main office on 01639 791300 for guidance.

Where the contractor is on site to carry out works by prior arrangement, please contact the site on 01639 791300 in advance, to agree to the most suitable parking location.

All vehicles must adhere to the one-way system, entering via the main entrance gate.

Service vehicles do not have access to the car park or delivery area between 7.45 am to 9.00 am and 2.40 pm to 2.55 pm.



7.2 Mini Buses and Taxis

Drivers, minibuses and taxis must observe the one-way system in place. The site is accessed via the main entrance. Minibuses and taxis must enter and leave the site via the designated entrance / exit. Drivers of minibuses and taxis are required to use the parking bay in front of the SENC area.

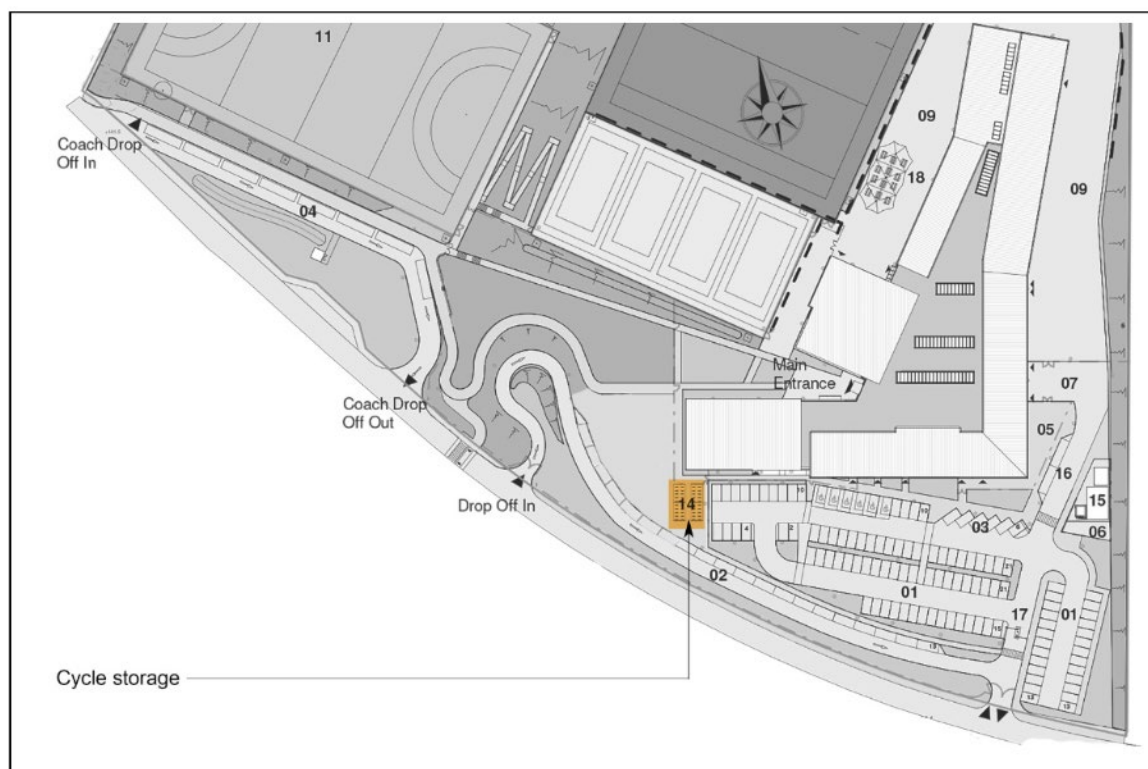
7.3 Emergency Access

If a vehicle must be driven through the school grounds it should be done when the grounds are free from pupils if possible. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the school grounds whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

7.4 Cycles

Cyclists must dismount before entering the site premises and park in the cycle shelters.

Pupils are advised to wear helmets whilst cycling to and from school and are advised not to leave site until 3.00 pm.



8. Pupils

At school, pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

9. Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them. Any defects or hazards are to be reported immediately to the Premises team.

10. Access to and from the premises

The site may at times have severe vehicle congestion problems close to and surrounding the premises. The following actions are promoted to reduce congestion.

- Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- Liaise with local Police/Parking Attendants regarding enforcement.
- Revise the travel plan annually, or when there are significant changes.
- Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).

Accepted by Cefn Saeson Comprehensive School

Name	Signature	Date
J Byrnes	<i>J Byrnes</i>	2.9.26
A Powis	<i>A Powis</i>	2.9.26

Next Review Date: March 2027