



CROSFIELDS
SCHOOL

**SCHOOL TRANSPORT POLICY
Incorporating Access and Parking**

Policy Owner:	Bursar
Review date:	3 August 2020
Next review due:	Summer Term 2021

This policy applies to the whole school, including the EYFS.

Introduction

Crosfields School recognises the importance of reducing reliance on the car for the daily journey to and from school, not only to help reduce congestion and pollution, but also to improve safety and to encourage a healthier lifestyle. The ability to make responsible and thoughtful choices on ways to travel which balance personal convenience with the wider implications to the community and the environment is one of the skills the school is encouraging its pupils to develop and take forward into adult life.

Crosfields has a wide catchment area and provide pupils with a school transport service to facilitate travel to, and from, school from a number of locations; others come in by public transport or private car and a small number who live near to school travel by bicycle or on foot.

The School recognises the importance of safeguarding pupils on their journeys to and from school and regularly reviews its practices and transport provision to ensure that pupils are able to get to and from school as safely and comfortably as possible. The school has an obligation to alert relevant authorities should it believe a child's welfare is at risk.

New Developments

With the future development of the school, it is necessary to keep access and parking under regular review to ensure that we continue to meet the needs of parents, visitors, and staff with due consideration for our neighbours and other users of the local roads and footpaths.

The attached plan shows the two main entrances off Shinfield Road into the school and the various cycle and car parking areas designated for use by parents, visitors and staff, as well as the pedestrian links from the parking areas to the school buildings. Modifications are required to the on-site roadways, parking areas and footpaths in order to implement this new policy.

School Travel Plan

The School Travel Group meets regularly to seek ways to promote more sustainable means of travel to school. It is working towards accreditation under ModeShiftStars. The School Travel Plan seeks:

- To reduce the impact of school travel on the Shinfield Road by promoting alternative, more sustainable means of travel.
- To provide facilities that support travel to school by public transport, bicycle or walking.
- To improve levels of health and well-being amongst pupils and staff.
- To support and promote road safety initiatives.

Access

The **Main Entrance (North)** is the principal vehicle and pedestrian access to the site off Shinfield Road. It also provides access to **Crosfields Close**. The Main Entrance is to be used by parents of pupils in the Nursery and up to Year 2 (Pre-Prep), or senior pupils in Year 7 and above. Staff working in the Nursery, White Building, Kitchen or Estates are also to use this entrance.

Parking is available in the main car park for parents and visitors during normal school hours and the Acorns/Chestnuts playground is available for use by parents of pupils up to Year 2 at pick up and drop off times.. A car park is situated next to Newton Lodge for staff use.

School transport will access the site via the Main Entrance. A designated bus/taxi drop off zone is situated inside the Main Entrance and allows pupils to alight and board safely away from the car park and vehicle through routes.

Crosfields Close is a private residential cul-de-sac. At the end of the close, there is gated access (one-way only) open only before and after the school day, to the Acorns/Chestnuts parking areas for parents of pupils up to Year 2.

The **South Entrance** has been remodelled and will provide a 2 way entry and exit. It is normally open before and after school for pick up and drop off and for evening and weekend community use. The South Entrance is to be used by parents of junior pupils in Years 3 to 6 to reach the pupil drop-off and pick-up zone and woodland parking area. It also provides direct access to the staff parking areas behind the Sports Hall and

adjacent to the artificial turf pitch (ATP). Coaches visiting for sports fixtures will also use this entrance.

School Transport Service

School Transport Service is overseen by Director Marketing & Admissions and delivered by Green Metro Cars.

Crosfields runs 4 school transport routes to school in the mornings and 3 return services in the afternoon. These cover the following areas and are for children in Years 5 and above (younger siblings of children in these year groups may also travel on the routes) Mortimer, Beech Hill, Burghfield, Charvil, Maidenhead, Earley, Barkham, Caversham, Shiplake, Reading Town Centre and Shinfield. Routes are devised based on demand and may change each academic year.

Places are booked by parents for the academic year however cancellation can be made with notice of half a term. Occasional daily travel may also be arranged if there is capacity on the route.

The transport is scheduled to arrive in good time and for the start of the school day. Children arriving earlier than 08.15 are supervised in specific areas around the school until classrooms open. Transport leaves Crosfields promptly at 16:30 Monday and Friday and 17:30 Tuesday, Wednesday and Thursday. Morning pick up times may vary due to traffic conditions and distance from school. Pupils are advised to arrive at all stops at least 5 minutes ahead of the times shown and to stand at their pick-up point clearly visible to the approaching driver. Transport arrival / departure times and the length of journeys are monitored by the transport contractor (Green Metro Cars) and the Director of Marketing and Admissions.

Parents are provided with the School's Transport Terms & Conditions which outlines additional school transport information including booking arrangements and pupil behaviour expectations. A copy of the Terms & Conditions are annexed to this policy.

Green Metro Cars provides transport and all drivers are licensed for Private Hire by Reading Borough Council. To obtain a licence, drivers must have completed a DBS check.

Pupils are dropped off and picked up in the designated area of the car park. At the end of the school day, a member of staff is on duty to ensure pupils are in the correct cars for transportation. The member of staff is responsible for checking that the driver's licence is on display. If the driver is unable to produce a valid licence, children are not allowed to travel in the vehicle and the SLT member on duty at the flagpole (or another member of the SLT) is to be alerted immediately.

The following additional measures in respect of Covid-19 are in place:

- South Central Ambulance Service training for drivers in the use of PPE and PPE supplied to the fleet.
- Masks, gloves and classrooms sanitiser are in every vehicle.
- Drivers are also supplied with wipes to clean the door handles etc. after each journey. Those with fabric seats have a spray to disinfect the vehicle.
- Every two days the vehicles are deep cleaned.
- Drivers will be regular where possible.
- Drivers undertake Lateral Flow Tests regularly.

Pupils are required to sanitize their hands prior entering the vehicle. Children may carry their own sanitizer. When arriving at school, children will be asked to sanitise their hands once again.

Children over the age of 11 are required to wear masks for the duration of the journey. As the children will be in close contact, and from mixed year groups, we advise that all pupils wear a mask for the duration of their journey.

Pupils using public transport should follow Government guidance in respect of their journeys.

A member of the School Office staff communicates regularly with the transport company and handles parental enquiries and concerns. These may be escalated to a member of the SLT if there are safety or behavioural concerns.

Public transport

Trains: Reading and Earley stations are within two miles of the School. However, there are currently no pupils who come to school on the train. As the school grows the likelihood of pupils coming to school via trains will be reviewed.

Buses: Pupils using the bus services for their journey to or from school catch their buses from the Shinfield Road, near to the main school entrance.

Face masks are to be worn on public transport whilst Covid-19 restrictions are in place.

Cycle Parking

Both staff and children are encouraged to walk or cycle to school. Parents are asked to provide details of children who are allowed to travel to and from school independently. This list is kept in the School Office in the White Building.

Cyclists are encouraged to wear helmets and ensure bicycles are in good working order. Lights and reflective clothing are also encouraged to avoid collisions. Although the pupils' safety whilst travelling to School lies with those who have parental responsibility we will

contact parents if there are any safety concerns. Cyclists are advised to keep to the roadways and not to cycle on footpaths or the designated pedestrian areas.

Cycle parking is provided for pupils and staff across the site on an ad hoc basis. There are at least 12 staff cycle parking spaces. On completion of the Senior School building (September 2021), parking for more bikes will be provided for pupils close to the new building.

The adequacy of cycle parking will be kept under review by assessing the take-up of cycle parking with the use of spaces recorded monthly. If it is evident that more pupils and staff are requiring cycle parking, additional provision will be made through our annual small works programme.

Car Parking

293 car parking spaces are provided, split broadly between 160 for staff and 133 for parents and visitors. Parents and staff may only park in areas designated for their respective use. Visitor car parking during the school day is available near the Main Entrance.

Two disabled car parking spaces are available as shown near the Senior School and a further 2 near the Sports Hall. The number of disabled bays will be increased if necessary. The potential need for additional disabled spaces will be flagged by the school's procedures for staff recruitment, pupil admissions and ongoing welfare monitoring. If it is evident that more disabled spaces are required, then modifications will be made to existing car parking bays to reserve spaces for those in need.

The car park layout designs are such that the need for pedestrians to traverse trafficked areas is largely eliminated. The access roads to parking areas provide considerable internal stacking space and the ability to re-circulate, ensuring that any queuing during peak times can be accommodated within the site rather than on the public highway.

Electric Vehicles

A Charging facility for Electric Vehicles will be made available as shown. Guidelines on the use of the charging facility will be issued after its installation.

Parents' Parking

Crosfields encourages parents to use sustainable methods of travel (walk, cycle, bus) but recognises that for many families, driving children to and from school is the only practical option. We ask parents to co-operate with our Access and Parking Policy in order to keep pupils safe and so that traffic can move smoothly within the school grounds.

The following guidelines will allow for the most efficient distribution of parking and movement through the school during peak times (morning drop-off and afternoon pick-up):

Year Group	Entrance from Shinfield Road	Where do I park/stop?	Exit to Shinfield Road
Breakfast Club	Main	Main Car Park	Main
Nursery	Main	Main Car Park	Main
Reception	Main (then via Crosfields Close)	Acorns/Chestnuts	South
Year 1	Main (then via Crosfields Close)	Acorns/Chestnuts	South
Year 2	Main (then via Crosfields Close)	Acorns/Chestnuts	South
Year 3	South	Woodlands or "Kiss+Drop" at South	South
Year 4	South	Woodlands or "Kiss+Drop" at South	South
Year 5	Main (then via Crosfields Close)	"Kiss+Drop" at Acorns/Chestnuts	South
Year 6	Main	"Kiss+Drop" at Main	Main
Year 7 and above	Main	"Kiss+Drop" at Main	Main

Remember that:

- If the South Entrance gates are closed you must not queue on Shinfield Road to enter the school grounds
- The South Entrance will be open before 9.00am and after 3.00pm.
- Acorns and Chestnuts car parking area
 - is only available before 9.00am and after 3.00pm.
 - can only be accessed via Crosfields Close. No access is allowed from the south at any time.
- You must drive through the Woodlands car parking area to reach the Sports Hall car park.
- You must not park on Crosfields Close.
- For safety, you must not exceed 5 mph anywhere within the school site at any time

Morning Drop Off

Pupils attending Breakfast Club (**all pupils**) are expected to be escorted to the Dining Room and signed in.

Nursery and Pre-prep pupils (**Nursery to Year 2**) are expected to be escorted to and from their classroom, requiring cars to be parked unattended whilst this is undertaken.

As pupils progress through the school (**Years 3 to 4**) they gain confidence and independence. Increasingly, they can be expected to walk to and from the Woodlands car park unaccompanied. Initially at least, you may wish to accompany them or wait whilst they remain in view, but you should not have to leave your car unattended, unless, of course, you wish to meet with a member of staff.

Older pupils (**Years 5 to 6**) are expected to be able to walk to and from the Sports Hall car park unaccompanied.

Senior pupils (**Years 7 and above**) should generally be dropped-off or picked-up in the taxi-style “kiss+drop” lane next to the Senior School Building. You must only stop long enough to drop-off or pick-up otherwise you must keep up with the car in front. If the pupil you are picking-up is not there, or the lane is full, you must either recirculate, or park and wait in one of the conventional parking spaces nearby.

Afternoon Pick Up

It is recognised that Pick Up in the afternoon is more complicated and pupils will leave at different times.

Nursery and Pre-prep pupils (**Nursery to Year 2**) are expected to be escorted to and from their classroom, requiring cars to be parked unattended whilst this is undertaken. Pupils staying for Short or Long Stay will be collected from Acorns Hall.

Pupils in **Year 3 & 4** are expected to be collected from Acorns. Parents will wish to park and leave their car unattended in order to do this.

Older pupils (**Years 5 to 8**) will be dismissed at the end of the day and are expected to be met at the Flagpole. This will happen at the end of the normal school day, after Prep 1/Hobby and again after Prep 2. This arrangement is likely to change on completion of the new Senior School Building. *It is expected that pupils in Years 5 & 6 will be dismissed towards the south entrance and pupils in Years 7 – 11 will be dismissed at the main entrance.*

Events

For large school events, the Estates Team will provide car park marshalls and parents and visitors may be directed to park on the school fields.

Staff

Crosfields encourages staff to use sustainable methods of travel (walk, cycle, bus) but recognises that for many members of staff, driving to and from work is the only practical option. We ask staff to co-operate with our Access and Parking Policy in order to keep pupils safe and to retain designated parking areas for parents and visitors.

We all have a duty of care to ensure that our car park is safely managed. Permits will be provided for each member of staff permitted to park on site. Each coloured permit will indicate the area in which you may park. Your permit will also display your name, your area of work and car registration details. It must be displayed at all times.

Staff are required to follow the guidelines to allow for the most efficient distribution of parking and movement through the school during **normal school hours 8am – 4:30pm:**

Place of Work	Entrance from Shinfield Road	Where do I park?	Exit to Shinfield Road	Permit Colour
Estates and Kitchen	Main	Parking adjacent to Oaks	Main	Blue
Nursery	Main	Green Car Park	Main	Green
White Building	Main	Green Car Park	Main	Green
School	South	Staff Parking to rear of ATP	South	Red
Sports Centre	South	Staff Parking to rear of Sports Hall	South	Blue
Peripatetic Staff	Main	Main between 9am – 3pm only or Staff Parking to rear of ATP	Main	Yellow
Residents		Any Car Park except the Main Car Park		Purple

Regular spot checks will be carried out by the Estates Manager and any member of staff failing to display their permit, or not parked in the designated area will be asked to account for their actions.

Staff requiring parking outside of their designated area must seek special permission from the Bursar to do so. Consideration will be given on the basis of need, with priority given to staff who

- have health or mobility issues,
- arrive or leave during the school day or
- car-share.

Remember that:

- The South Entrance is only available for access before 9.00am and after 3.30pm.
- Staff may exit the South Entrance outside of these times but are responsible for securing the gates.

- You must not access the Sport Hall or artificial turf pitch parking areas via Crosfields Close.
- You must drive through the Woodlands car parking area to reach the Sports Hall or artificial turf pitch parking areas.
- For safety, you must not exceed 5 mph anywhere within the school site at any time.