



**FINTON HOUSE**  
**SCHOOL**

1.

**TRANSPORT POLICY**  
**ISSUE 2 | SEPTEMBER 2022**

## Policy Statement or Introduction

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The Governors and Staff of Finton House School are committed to keeping the school grounds safe for pupils and staff alike to use for exercise and relaxation, without risk from traffic. This policy also covers the safe use of school vehicles to transport pupils and staff off site for school related activities. Mention must be made of the School's commitment to making sure that the school does not have a negative impact on the local area and its residents with regard to congestion, parking, noise and air quality. The school works closely with local residents and with Wandsworth Borough Council to achieve this. The School has a Travel Plan which sets out the school's commitment to safe, active, sustainable methods of travel. The school holds TfL STARS Bronze accreditation, and is working towards silver accreditation in 2019.

## 2. Organisation

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Day to day responsibility for planning, monitoring and controlling school travel and for car parking and deliveries is delegated to the Bursar, who is assisted by the Facilities Manager and the Caretaker. The Bursar manages site safety, recommending measures that may be needed to enhance the safety of pedestrians. Risk assessments are in place covering:

- Vehicles on school site
- Access control and site security
- Operation of the school minibuses

The School has a responsibility to liaise with the local education authority over the School Travel Plan and for monitoring achievements against its targets. This responsibility is delegated to the Assistant Head: Partnerships

## 3. The Health and Safety Committee

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The School's Health and Safety Committee is the main forum within the school for discussing health and safety issues, and for monitoring all risk assessments, health and safety induction and training programmes and safety measures adopted by the school, including those relating to vehicles, on-site movements and the School Travel Plan. The Bursar is responsible for liaising with the local police, the local highways authority and insurance and security advisors in pursuit of risk reduction measures that are incorporated into the School Travel Plan. Details of the wider role and responsibilities of this committee, together with a list of its members, can be found in the school's policy on the Management of Health and Safety.

## 4. Vehicles on Site

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The physical separation of pedestrians from vehicles lies at the heart of our management of vehicles and on-site movements. No vehicles are permitted on site during normal school hours. Contractor vehicles and school minibuses may be parked on the premises at non-school times e.g. weekends and school holidays as arranged by the Facilities Manager. If pupils and staff are using the site during school holidays, e.g. for a holiday course, physical barriers are put in place to ensure that pedestrians are kept away from vehicles.

## 5. Access Control

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The main gates on Wandle Road are kept locked during school hours, and there is no vehicle access. At school drop-off and pick-up, the main gate is used as a pedestrian gate. It is patrolled by a senior member of staff who greets pupils individually and ensures that no one with authorisation enters the site. Staff and visitors entering the site during the school day should use the main keypad access pedestrian gate on Trinity Road and sign in at the main Reception. Staff may also use the keypad access pedestrian gate on Wandle Road. Arrangements have been made to ensure that our catering and other supplies are delivered outside school hours, and contractors and visitors are notified in advance of this policy.

## 6. Parking

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There is no parking on the school site during school hours.

### Parking by Staff

Staff are encouraged to use alternative means of transport to school in line with the Travel Plan. Staff who live further away may apply to Wandsworth Borough Council for a business parking permit. There is an agreement in place with local residents that staff will not park in Wandle Road. This is clearly stated in the staff handbook, and on a sign outside the school. Staff wishing to load or unload large items can park for a short time in Wandle Road for this purpose.

### Parking by Visitors

We do not, unfortunately, have facilities for visitors to park on site. Able-bodied visitors are able to park on nearby streets, and they are made aware of the school's agreement with local residents that visitors will not park in Wandle Road. Disabled visitors are permitted to park for short periods in the car park of Trinity Court Nursing Home, by prior arrangement with the school.

### Parking for Major Events

We are often able to use the car park at Trinity Fields for parking, by prior arrangement with the groundsman, for major occasions when large numbers are expected, such as open days and parent events. Drivers will receive directions from the marketing department in advance of the event. This car park cannot hold a large number of cars, but it does help to alleviate the pressure of extra vehicles on local streets.

### Parking by Parents

Because Finton House is located in an urban area, we emphasise to parents the importance of dropping off and collecting their children in a considerate manner that does not cause congestion, or annoyance to our neighbours. Parents are strongly encouraged, through the Travel Plan, newsletters and word of mouth, to leave their cars at home and use active, sustainable methods of travel such as public transport, walking, cycling or scooting, and the majority of them do this. Parents are made aware of the school's agreement with local residents that they will not park in Wandle Road.

### Parking by Contractors

Contractors are not allowed to park on site during term-time. During the holidays, contractors can park on site whilst working at the school. This will be arranged / supervised by the Facilities Manager.

## 7. Deliveries and Recycling Collections

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We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am. Delivery vehicles and Recycling collection vehicles should park on Wandle Road outside the gates (outside restricted hours which are clearly marked) or in the 20 minute bay opposite the school. We specify the times when deliveries / refuse collections should be made, and any persistent breaches of policy, or dangerous behaviour by delivery drivers will be reported to their employers.

## 8. School Minibuses

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Finton House School has 3 minibuses. The Bursar, supported by the Facilities Manager, is responsible for ensuring that they are properly maintained and roadworthy. Minibuses may be booked out from the school office by members of the teaching staff who have successfully completed their training in minibus driver training, for transporting small groups of pupils to sports fixtures, theatre outings etc. There should always be an additional member of staff in the minibus when pupils are being transported. S/He will ensure that the pupils wear their seat belts, remain in their seats etc. (Staff should refer to the Educational Visits policy for detailed guidance on organising trips and visits). Members of the support staff who are qualified minibus drivers may also book a minibus for activities connected with their work. When not in use, the minibuses are

kept securely locked in the designated business parking bays on Wandle Road. At weekends they are moved off the street into the playground out of courtesy to our neighbours.

Safety Policies for maintaining and driving the minibuses are set out in detail in the School's Health and Safety Policy.

## **9. Pedestrians**

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We have excellent public transport, and the majority of families live less than a mile from the school. Increasing numbers of our pupils use either public transport or walk to school in line with the aims of our Travel Plan. There are two pedestrian gates to access the school site and these are fitted with keypads. At drop-off and pick-up, the main gates are used for pedestrian access to ensure a smooth entrance and egress, and to prevent congestion on the pavement outside.

## **10. Cycle and Scooter Access**

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We actively encourage staff and pupils to cycle or scoot to school, and, in the case of staff, offer them an interest-free loan towards the purchase of a cycle, helmet and lock. We arrange Cycle training for senior pupils at the school, and scooter training for Year 2 pupils. We encourage all cyclists to wear helmets, and to lock up their bikes and scooters against theft.

Cyclist and scooter users should dismount on entering the school site. Once on site, they should wheel their bicycles to our cycle/scooter storage. Pupils can store their helmets in the cloakrooms with their other belongings.