

Staines Preparatory School



Car Park Policy

September 2025

Car Park Policy

The front car park is currently closed to vehicles in the morning between 8:20am and 8:50am and in the afternoon at 3:50pm by use of a powered barrier. This is to allow parents/pedestrians to queue safely while dropping off and collection of their children. Staff using the car park must arrive before 8.15am Staff will not be permitted to leave the car park until after 4.15pm unless a banksman is available to assist. Staff should park offsite if unable to adhere to timings.

Once the barrier is down, access to the car park can only be obtained via an intercom system at the barrier entrance which is directly linked to the main reception. During times when the barrier is down vehicles are only permitted to enter the car park while a member of staff is present to guide the vehicle into a parking space.

Aims for a car parking policy

Staines Preparatory School (SPS) is a very busy and well used venue. The school provides services for around 190 children at any one time and also employs around 60 staff. The front car park provides 36 marked parking spaces, and there is always high demand for these spaces.

The front car park may be used to drop off Breakfast club and children attending before school clubs from 7:30 am. Should you wish to come in to school, use of the visitors' bays is permitted within this time if they are available. Use of the other marked parking bays is not permitted as these are reserved for staff parking. Parents are not permitted to park in that car park to collect children from after school clubs.

Use of the school car park by parents for collecting children is not permitted unless they have an appointment or are collecting their child before the end of school. In either of these cases parents are to use one of the visitor bays.

There is an agreement between the School and Spelthorne Borough Council enabling the use of the front horseshoe of the Spelthorne Borough Council building as a supervised drop off zone. Year 1, Year 2 and Upper School children travelling by car, can be dropped off in the horseshoe area designated points where staff will supervise the children onto the school premises. This drop off is not suitable for our Nursery and Reception children unless accompanied by an Upper School sibling in Years 3 - 6.

Parking in the Council car park is not permitted.

This policy is intended to produce clear guidelines which can be followed and referred to by all potential car park users. The safety of all School users, but particularly young and vulnerable children, is our primary concern.



Basic Principles

There are 36 marked parking bays within the front car park, 1 of which is marked as a disabled space for blue badge holders, 2 marked as visitors, 2 reserved for School Minibuses and 1 each reserved for the Headteacher and the Bursar. **The remaining 29 marked bays are for the key staff during the School day.**

There must be no vehicles parked within the yellow hatch line areas at any time.

Vehicles must enter via the gateway furthest from the Gresham Road/Kingston Road junction (nearest to Chiltern Close) and be reversed into marked bays within the car park.

Traffic Safety

PARENTS AND GUARDIANS ARE RESPONSIBLE FOR THEIR CHILDREN'S SAFETY IN CAR PARKS.

A **5mph** speed limit must be observed at all times on site and, for safety reasons, drivers must follow and adhere to the directional arrows. Parents are encouraged to hold their child's hand while outside secured School grounds, and to use the pavements and safe walking routes to SPS where possible. Once the car park is closed to cars, this will be used for parents to wait for morning drop off and collection. Children must be supervised at all times and must not be permitted near parked cars. Wherever possible, Pedestrian traffic must be restricted to the blue marked areas within the car park and the pedestrian entrance/exit gate must be used.

Alternative Parking Provision

There is ample on-street parking available in the surrounding roads. SPS parents, visitors and staff are asked to ensure that they always park considerately and safely, bearing in mind local residents and other road users. SPS parents, visitors and staff must always observe and follow road signs and markings. **Please note that it is illegal to park on the double yellow lines and the 'zig-zags' outside the School.**

Alternative Modes of Transport

Staff and parents are encouraged to use alternatives to the car wherever possible. SPS is situated close to the main 290, 117, 438 bus routes. Staines train station is within a five-minute walk. Travelling on foot and by bicycle is also encouraged wherever possible and a cycle shed is provided adjacent to the South gate.

As an alternative, SPS operates a minibus service. Details are available from the office or school website.

Parents and staff are also asked to consider car sharing if possible. The details of the currently running car Parent Neighbourhood sharing scheme are available from the Reception Office.

Parking Enforcement

SPS staff will regularly monitor the car park to ensure the systems in place work as well as possible. While we cannot enforce parking rules, parents are asked to heed the Home School agreement to behave respectfully towards other parents, whether parking on school property or in the surrounding car parks or side streets.

Pedestrian gates to the School will always be manned when unlocked.

Vehicles found to be parked outside of marked bays, or otherwise parked unsafely will be noted. Offending drivers will initially be spoken to and reminded of the School policy.

Staff employed by SPS or Spelthorne Borough Council are not to be subject to any form of abuse. Any such instances will be dealt with extremely seriously. This may result in calling the police if deemed appropriate.