



## **CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL**

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*Head Teacher: Steve Dew*

### **Church Cowley St James School Car Park Management Plan 2019- 2020**

This car park management plan has been drawn up in order to check that the school has given thought to how the car park is currently being used and to ensure that children and moving vehicles are kept separate.

The School Manager is responsible for writing this document, liaising with the Head Teacher, updating the document as well as publishing it.

Church Cowley St James has a very small car park that must accommodate a mini bus and a disabled car parking place. The car park also has two double gates that must not be blocked as these are for emergency vehicle access. The car park also has two single pedestrian gates and an electric front gate onto Bartholomew Road. The car park measures 22.7m by 12.30m (not including the path).

During February 2019 half term holiday the School Manager took the opportunity to have the car park marked out clearly so that the space was maximized. This was after careful consideration of all site users personal safety, space and required viewpoints as well as landscaping and lighting.

Priority parking has been given to the minibus which has a double length slot and is the first place in the car park. This is to ensure that when children go on local trips that they can safely get in and out of the minibus whilst on school grounds.

Priority parking has also been given to a disabled car park place. This is against the pedestrian path and allows for the extra space behind a vehicle should access be required for a wheelchair.

The car park also has safe pedestrian walkways. The main path to the school reception area runs from the pedestrian gate directly to the school office. This ensures that children and their parent/carer are kept away from vehicles. The other pedestrian walkway is only used in the event of a fire emergency or practice drill. This is a designated routes behind parked vehicles. Both of the above walkways ensure safe segregation of pedestrians and vehicles. They are clearly marked.

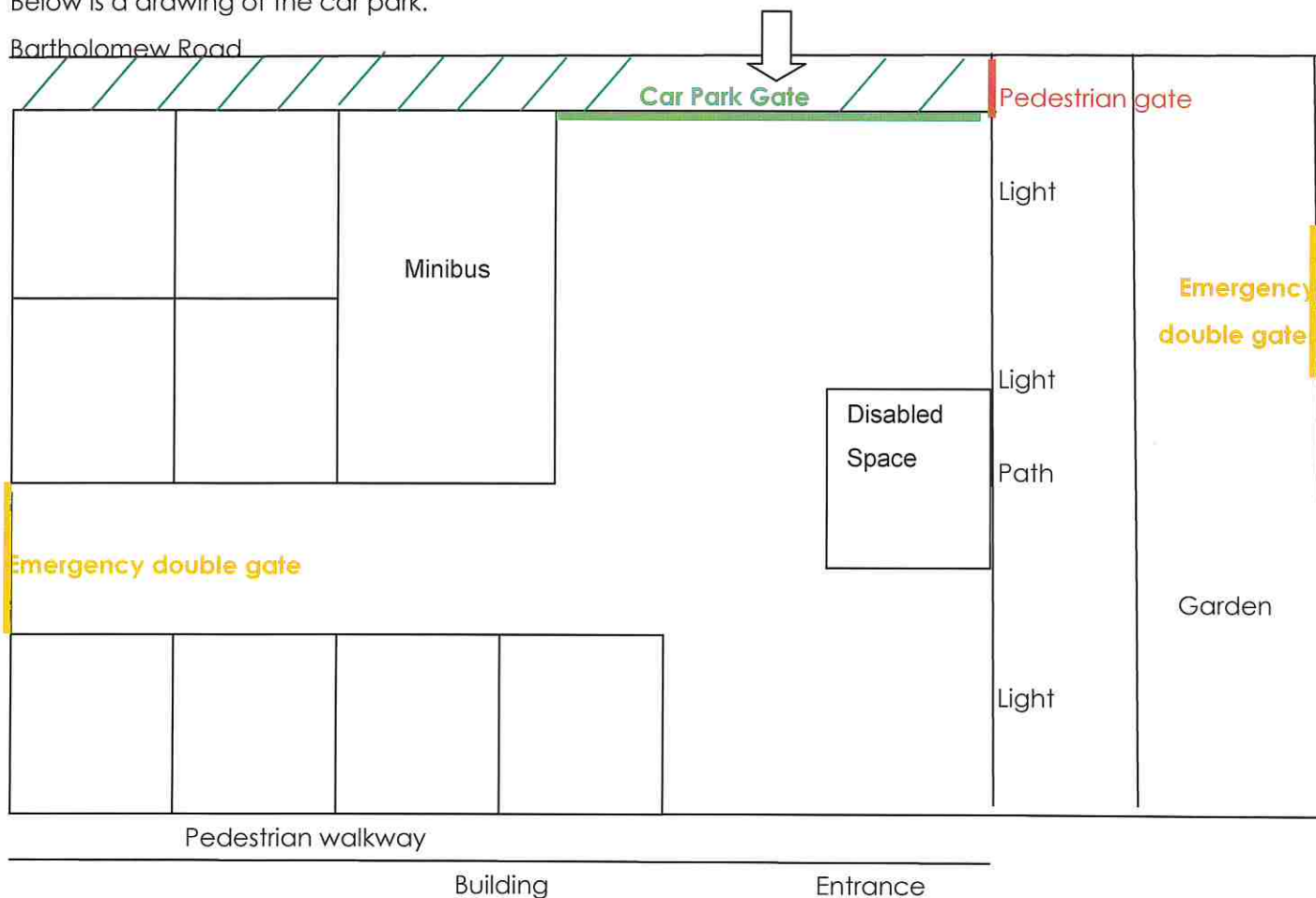
The car park is entered by vehicles from Bartholomew Road. Designated school vehicles have a fob which is pressed so that the gates open and the vehicle can enter. Other drivers such as delivery drivers, use the intercom at the school gate and the Receptionist opens the gate for the driver to enter. The Receptionist will not open the gate if children are in the car park for example getting into the mini bus to go on a school trip or if a fire drill is happening.

In addition there are eight car parking bays. Two of these spaces are 'double parked' (affecting 4 cars) and staff are expected to move their vehicles to let each other in and out. The other four spaces are next to the pedestrian walkway under the school building windows. High vehicles are not permitted to be parked in the slot outside the school office reception. This is to ensure that office staff can see who they are allowing entrance to the school and car park.

Parent/carers are not permitted to use the car park at any time with the exception of collecting or dropping off a child in a wheelchair.

The car park does have restrictions and these are that it will remain closed during the school day, collection and drop off times. Typically cars can be parked before 8.00am and after 3.30pm.

Below is a drawing of the car park.



**Actions:**

Staff will notified that if they are planning on having a meeting at school then they will need to notify their visitors that school does not have any on site visitor car parking and to ensure that they inform their visitors that they can get to school using a number 1, 5 or 16 bus. A leaflet is planned for September 2019 in an electronic format. The School Manager will be responsible for this.

**Review Period:**

This document will be reviewed every six months in line with the Travel Plan.

Approved:

*[Handwritten Signature]*  
Steve Dew, Head Teacher

Date: May 2019