



Car Parking Rules and Guidelines

These guidelines have been produced to help ensure the safety of all visitors, parents, children and staff at Cranbrook Education Campus and we are grateful for your full co-operation. This document forms part of the risk assessment for the safety of everyone entering or leaving the school site. Parents and carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times.

1. A 5 mile per hour speed limit applies throughout our site at all times.
2. The car park is designated for use by members of staff who do not live in Cranbrook and the immediate surrounding area. Employees who live in Cranbrook or the immediate surrounding area are encouraged to walk or cycle to work.
3. There will be no arrivals or departures in the car park between 8:30am – 8:40am and 3:15pm – 3:25pm. Staff, parents / carers and visitors who need to move their vehicle during these times, will need to find alternative parking off site.
4. All drivers must exercise due care and attention when driving and manoeuvring in the car park.
5. All vehicles should be parked in a designated parking space.
6. The loading bay area should be kept clear at all times.
7. All parents and carers are encouraged, where possible, to walk or cycle their children to school.
8. The car park is intended for use by staff and visitors. Parents / carers who are blue badge holder may also use the car park and should bring their blue badge to the main reception office so details of the holder and expiry date can be recorded. The blue badge holder should have responsibility for dropping off and collecting a student attending the campus. The blue badge should be clearly displayed on the dash of the car when parked.
9. Staff, parents, carers and visitors entering the site on foot or by bicycle should enter via the designated footpaths. Entry should not be attempted via the car park gates.
10. The designated disabled bays are only to be used by registered disabled badge holders. The badge should be displayed on the dash of the vehicle.
11. Users of the school car park do so at their own risk. Cranbrook Education Campus will not accept responsibility for damage, accident or loss to vehicles or contents.
12. All users of the car park are to be polite and courteous at all times. Please give consideration for other users of the car park.
13. All staff, parents, carers and visitors to the site should be respectful of our neighbours and not park inconsiderately in the locality of the school.
14. Use of the car park will be regularly reviewed. Parking on the school site is a privilege and not a right. This may be withdrawn by the Governors if they feel that the safety of the children is being compromised by inappropriate use of the car park.