

Traffic Management Plan

August 2025

(Next review date August 2026)



Contents

Section

1. [Introduction](#)

2. [Layout / Access](#)
3. [Pedestrians](#)
4. [Students](#)
5. [Staff](#)
6. [Visitors](#)
7. [Servicing / Deliveries](#)
8. [Disabled Access](#)
9. [Outside the School Grounds](#)
10. [Management Practices](#)

Introduction

This document has been prepared to inform employees, students, parents, and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site guidelines concerning pedestrian and vehicle separation.

Shoreham Academy takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow guidelines to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Business Director or any member of the Senior Leadership Team.

We urge all site users to read this document carefully and act in accordance with the guidelines.

Copies of this document have been given to school staff, students, parents, and carers. Copies are also available from reception and on the school website: www.shoreham-academy.org

The document will be reviewed annually, and awareness raised regularly through parental events, student sub-groups, assemblies and school meetings.

For further information, please contact:

Tim Harkins, Business Director 01273 274100 tim.harkins@shoreham-academy.org

School Layout / Access



Pedestrians

The main footpath is to the east of the school on Kingston Lane and pedestrians should make sure that they use this safely and use the pedestrian crossing in drop off road and the crossing lights on Kingston Lane. Students walking in groups should take this into account and allow other users to pass safely.

The back footpath and gate are to the west of the school on Stoney Lane. Pedestrians should take care when exiting the back gate. There is a road narrowing crossing to left of the exit, but no proper pedestrian crossing. Visibility is restricted by hedge on left of the exit. The nearest bus stops can be reached via the back gate with a stop either side of the gate about 60m away.

Pedestrians should only access the school from the designated access points. They also need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Designated Entry Points

Pedestrians should follow the local footpaths from Kingston Lane, and Stoney Lane as shown on the site plan. The main entry point to school is from main reception on Kingston road side, next to the main car park and this is the only public entrance. Other student entrances are available at other times from rear of site in amphitheatre and school exit/entrances in gardens.

Students

It is very important that students set a good example to others, particularly in the spirit of being a safe school. There are several site-related areas students should be aware of.

- When accessing the school via drop off points the designated zebra crossing area should be used.
- Extra care should be applied to behaviour around the car park and roads into and out of the school.
- When using the footpaths please walk and consider whether use of a mobile phone and/or ear buds could be negatively impacting on your safety and that of others.
- When accessing the school from the playing fields, entry into the building is via main reception or the PE side door at selected times only.
- Students in Years 7, 8 and 9 enter the school via their school entrance. Year 11 students can enter the site via the amphitheatre entrance. Sixth form students should use main reception at all times.
- Students in the sixth form with cars should not use the main car park but park on adjacent public streets appropriately.

Drop-Off Areas

There is a designated drop-off area for students at the front of the school. The drop off space is specifically for taxis or families of Shoreham Academy students wishing to drop-off students at the start of the day. Parking in this area to pick up students at the end of the school day is restricted to short

waiting times only and yellow lines or grass verges opposite should not be parked on. Taxis can use this area to pick up designated students. Pick-ups and drop-offs are not permitted in the main car park at any time unless the student has a mobility issue.

Parents dropping off at Stoney Lane gate should not stop in the layby or school zone markings but drop students a little way from the gate so they can safely walk onto site. We would suggest down by the shop about 30 metres from the gate. If parents are waiting to pick up their child at any time, they should turn off their engine whilst they are waiting. If parents are picking children up during the day they are not to park on double yellow lines in the car park as these are either required for access or will also create a safety hazard.

There is no vehicle access to the rear gate except for selected school events where staff will be supported by the premises team to park safely on the MUGA.

Cyclists

Students and staff who cycle to and from school should use the bicycle shelter at the rear or front of the academy to store their bicycles, or the new bicycle racks near the front entrance. Access to the shelters should be via footpaths. While sharing pathways with pedestrians at peak times, cyclists should move at same rate as pedestrians. E-bikes or E-scooters should not be used onsite and walked through site or to a bike shed if being stored.

Staff

Drivers should always proceed slowly within the car parks. Please bear in mind that some young people and some students with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff using the school's minibus should use the designated parking bays in the school service yard. Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the school's Premises Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their registration number so that they can be contacted if there is a need to do so.

Visitors

Visitors are welcome to park in the school grounds and should use the car parks bays designated as visitors in the car park to the front of the school wherever possible. Do not park on double yellow lines in the car park, these are either required for access or will create a safety hazard.

All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception.

Parking is not permitted in the bus park area except when directed there by the premises team on designated School Events such as Parent Evenings or Award Ceremonies.

If visitors need any advice on access or parking before their visit, please call the school reception on 01273 274100. If out of hours, please call premises line on 01273 274100 x 333

All vehicles on site should keep their speed under 10 mph.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time. There are marked areas for pedestrians in the service yard which vehicles should not cross or park on.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01273 274100 in advance to agree the most suitable parking location. For out of hours visits contractors should contact the premises team.

Service Area

The area that provides access to the kitchen is designated for service vehicles only. There is clear signage in the area to identify this. Care should be taken when service vehicles are operating in this area. Students and staff use this area and there are marked pedestrian routes.

Service vehicle drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

School Buses

Local buses do not enter the school site. The nearest bus stop is on Stoney Lane, 40 metres to the north from the back gate or about the same distance south down by the shop.

Students are reminded about good conduct around and on public buses.

Minibus and Taxis for students

These vehicles can use the car park in the service yard. They can also use the drop-off area and can park in this area at the end of the school day. Emergency vehicles will always be given priority over any vehicle in the drop-off area so Taxi and Minibus drivers should be aware of this. Only by agreement with the Senior Leadership Team, should the service yard be used at student collection and drop off times.

Disability Access from the car park

There are designated disability access parking bays in the car parks at the front of the school to allow transfer from a car to a wheelchair. The extended space will also support any visitor to the school or staff member who may have mobility issues. Please note that non-disabled users or those not authorised by the school will be challenged if using these spaces.

Outside the School Grounds

The school accepts that parking near the school is not easy particularly at pick up and drop off times. It is important that the school is a good neighbour to local residents. Families are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to students and other road users. Accidents can arise if views are obstructed, or pedestrians must negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep safe the students and staff at Shoreham Academy, as well as local residents and other road users.

Management Practices

Key to the ongoing monitoring of the plan is the role of school staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Supervision

The Senior Leadership Team will arrange for daily supervision around the school gate areas at the start and end of the school day. High visibility waistcoats will be worn by premises staff when carrying out any management of vehicles onsite during the school day or after school events. Where the rear MUGA or sports field is used for parking for events the premises team will control all access into these areas. Staff, parents, and visitors should follow all instructions given and should drive with care and at low speeds while their vehicle is on the school grounds. The premises team and Senior Leadership team will refuse entry to the site if all instructions are not followed or if the site is full.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Leadership Team and school safety officer will carry out regular site inspections to view practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Director.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded by those monitoring the site and appropriate action will be taken. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Leadership Team who will take appropriate action. Staff, Parents, visitors, and contractors should all be aware that the school grounds and car park are covered by CCTV 24 hours day.