

Caledonia High School

Site Traffic Management Plan

Updated August 2026



- 1. Introduction**
- 2. Layout / Access**
- 3. Pedestrians**
- 4. Pupils**
- 5. Staff**
- 6. Visitors**
 - a. Disabled Access**
 - b. Car Parks**
- 7. Servicing / Deliveries**
- 8. Bus Park/School Buses**
- 9. Contract Hire Services**
- 10. Out with the School Grounds**
- 11. Management Practices**

Appendix A – Weekly Site Monitoring Proforma

**Appendix B – Use of School Car Parks and Vehicular
Access Areas**

1. Introduction

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

Caledonia High School 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 instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school Business Manager.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

Copies of this document have been shared to school staff, pupils, parents and carers. Copies are also available from reception and on the school website.

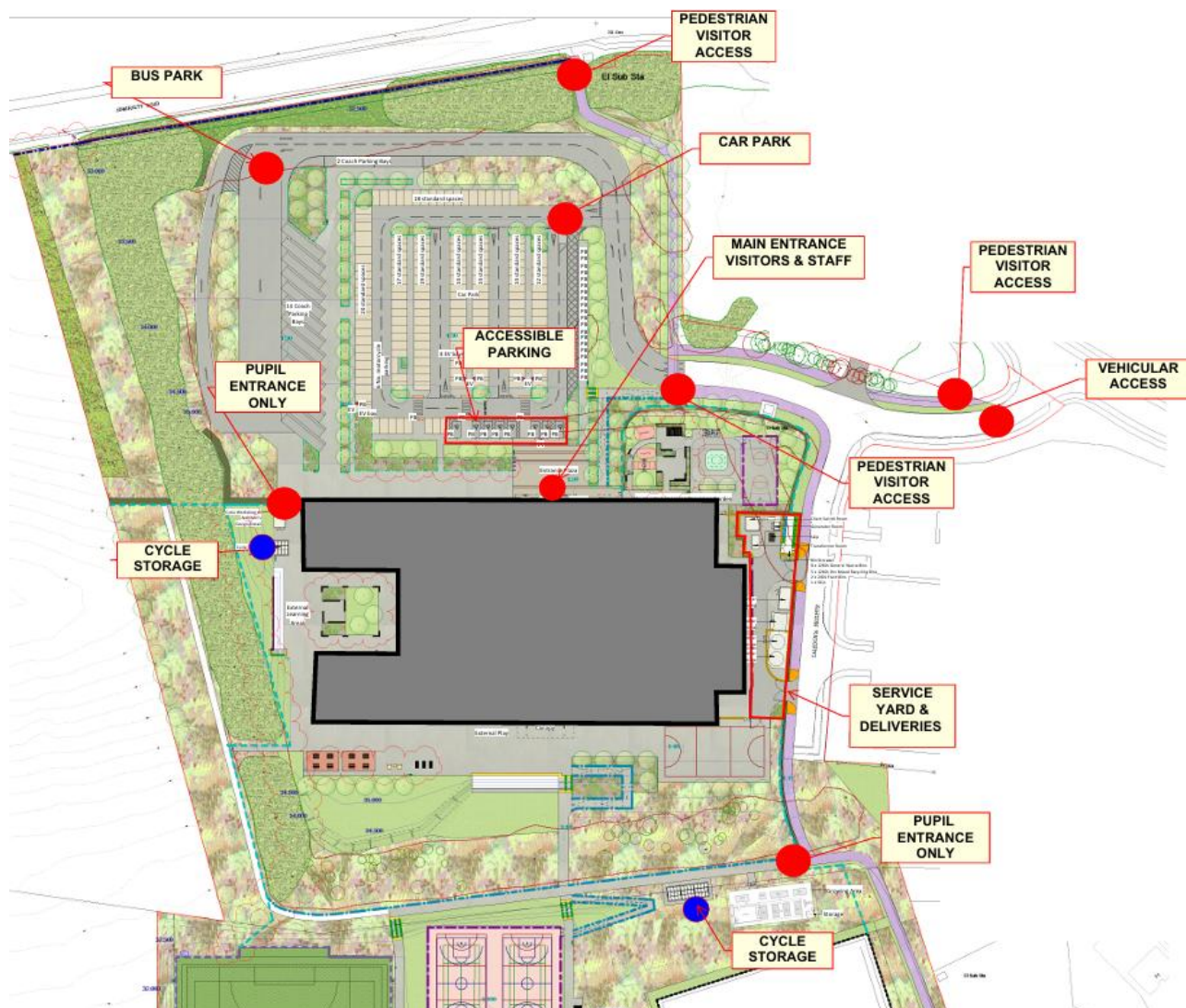
The document will be reviewed annually and awareness raised regularly through parental communication and assemblies.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01383 602403.

For further information, please contact:

Roslyn Swarbrick, Business Manager on 01383 602403
or Caledoniahs.enquiries@fife.gov.uk

2. School Layout/Access



3. Pedestrians

There is a pavement running along Admiralty Road at the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow other users including cyclists to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians 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 to Admiralty Road **where there are two pedestrian entry points located at the front of the school**. The vehicular access must not be used by pedestrians. There is also a pedestrian access to the South of the site from Wilson Way (please see above plan).

4. Pupils

Pupils must set a good example to others, particularly in the spirit of being a safe school and following our values of respectful and kind.

Respectful and considerate behaviour is expected at all times. Pupils play a key role in establishing and promoting a positive ethos and maintaining a safe school environment.

Any pupil found climbing over railings or fencing, failing to follow staff instructions in relation to site safety, or not adhering to the expectations outlined in this plan will be in breach of site rules. Such breaches will be addressed through the school's disciplinary procedures.

Pupils should be particularly aware that **entry into the school grounds via vehicular access points is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.

Pupils must not walk on the bus park roadway at any time, unless dis/embarking the buses. Pupils must follow the instructions of staff and be aware of the following:

- The bus must come to a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Always act responsibly and remain aware of your surroundings to ensure your safety and the safety of others.
- Only use the footpaths identified around the bus park.
- Pupils should not cross the bus park or other roads as a pedestrian to access the pavements on the perimeter of the school.
- Allow the staff/drivers to carry out their duties without distraction and behave responsibly whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- There are no designated parking spaces for pupils' own vehicles. Pupil parking is restricted to outwith the school grounds.
- When using the footpaths, please walk at all times. This helps prevent accidents and ensures you remain aware of your surroundings.

Drop Off/Pick-up

- There is no designated on-site drop-off/pick-up area for pupils.
- No vehicle should access the car park for this purpose.
- Pick-ups and drop-offs are not permitted in the bus park at any time.
- If parent/carers are dropping off pupil's this should take place out with school grounds.

5. Staff

The car park is strictly for school visitors and staff. Drivers should always proceed slowly within the car park. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you are asked to take account of this.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of any unauthorised use of parking bays, this should be reported via the school reception or to the schools' Business Managers who will inform/remind the offending driver of the correct use of the site. It is expected that staff supply the school with their registration number so that you can be contacted if there is a need to do so. Please use the parking bays as marked.

It should also be noted that there are 20 bays with electric charging points (two located within disabled bays) for staff and visitors who use electric cars.

6. Visitors

Visitors attending for meetings are welcome to park in the car park but should only use the car park noted in section 5 and as illustrated in section 2. The car park is often busy; however, visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Drivers should not exceed the speed limit of 10 mph while on the site. Visitors should take care during the school day as pupils are accessing the main building via the pedestrian crossing.

Parking is not permitted in the bus park area at any time.

Alternative street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways, industrial units or park where this could cause an obstruction.

Access into the school car park is only permitted from the main entrance on Admiralty Road. All visitors must report to reception and sign in before going anywhere in the school. **Visitors are required to provide their car registration number when signing in.** On departure, visitors should sign out at reception and leave the building by the main entrance door.

a) Disabled Access

Parking

The school has eight accessible parking bays. These can be accessed following the road into the car park and are located in front of the main entrance.

b) Car Parks

There is one car park and one bus park within the school grounds

The school car park is strictly for the use of visitors and school staff. Drivers should not exceed the speed limit of 10 mph while on the site. All site users are expected to act responsibly and safely when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported via the school office or to the school's Business Manager who will take appropriate action.

The Bus Park is strictly for use by the contracted school buses. It is essential that this area is not used for drop-off during these times. **Cars should not access the bus park.**

Pedestrian access for visitors is available via the pathway from the main car park to the main entrance. As detailed below.

Vehicles should not park outwith the designated bays or within any of the service areas.



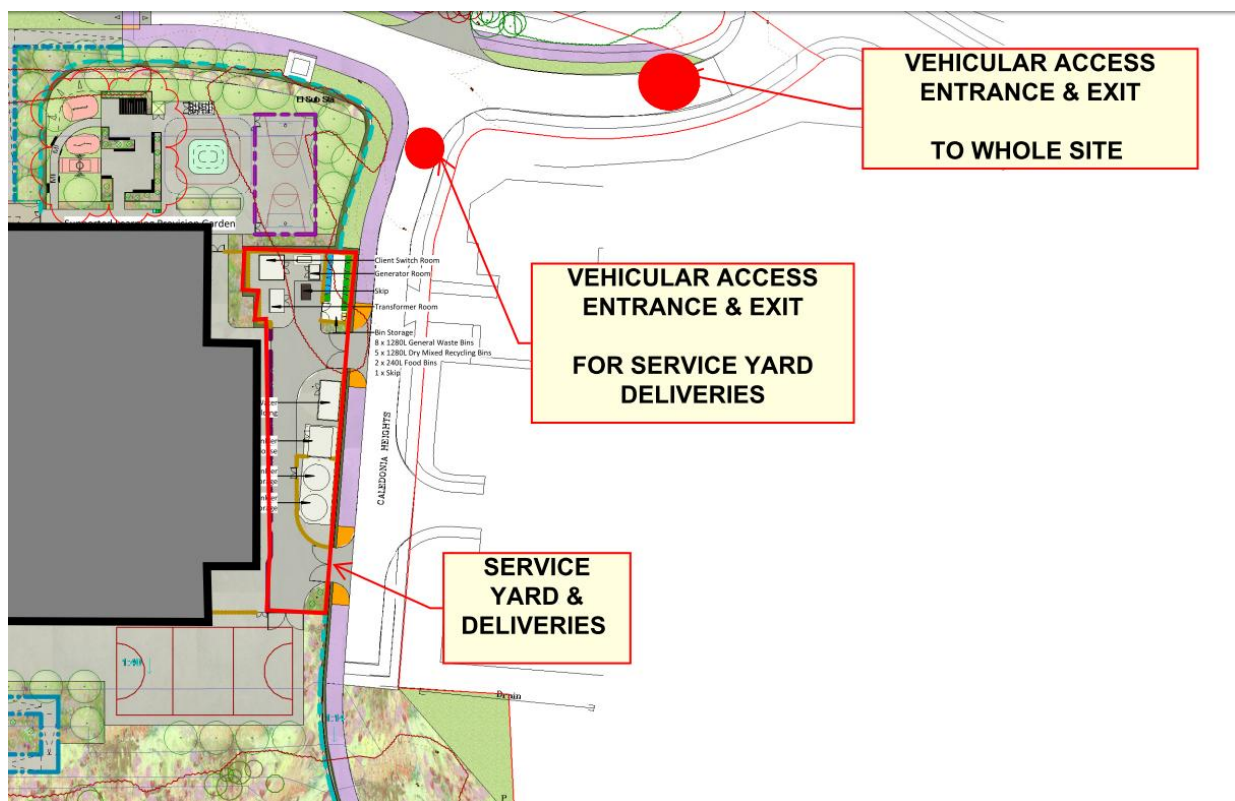
7. Servicing/Deliveries/Contractors

Access to the Site is **not** permitted at the following times.

Mon to Thurs 08:15 – 09:00, 13:00 – 14:10, 15:20 – 16:00. Fri 08:15 – 09:00 12:10 – 12:50

Drivers of service vehicles requiring access to the site should adhere to the times listed above. They 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.

Deliveries to janitorial and catering is via the small roadway at the East side of the school building.



8. Bus Park / School Buses

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.

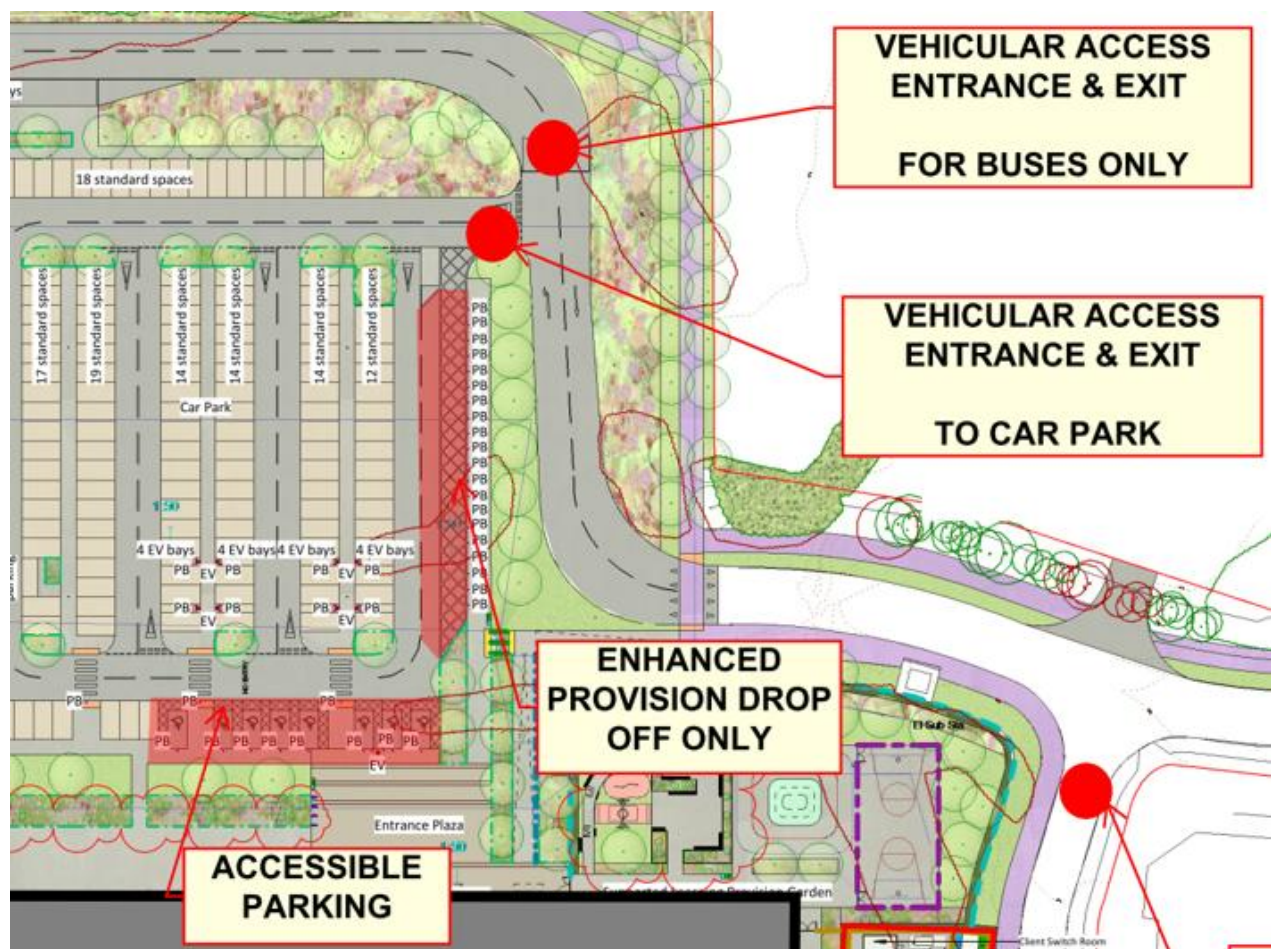
Buses that enter the site to collect pupils should access the bus park from the main entrance which is located off Caledonia Heights.

- Drivers should park the buses in the designated bus stance areas.
- Drivers must not stop buses at the entrance into the bus park
- The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off.
- Only when pupils are clear of the vicinity of the bus park (am) or all on board (pm), should drivers exit the bus park.
- Drivers will be instructed when to exit at the end of the school day and buses will depart in order of bus stance.

Fourteen buses use the bus park. It is important that all drivers follow the guidelines above. Any infringement of these site rules will be reported to transportation. Pupils are reminded about good conduct around the bus park in section 4 of this plan. However, if bus drivers have any concerns about how this site is being used, they should be raised via the staff supervisors during the morning drop off or afternoon pick up.

9. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract. There is a drop off zone for pupils attending the Enhanced Provision (EP).



10. Outwith the School Grounds

The school accepts that parking near the school is not easy. Admiralty Road is used by Service buses as well as car traffic into and out of the surrounding area. It is important that the school is a good neighbour to local residents and businesses. Parents/Carers 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, turning in the school entrance, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to 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 and respectfully by parking as far away from the school as possible to keep the pupils at Caledonia High School, local residents and other road users safe.

11. Management Practices

Key to the ongoing monitoring of the plan is the role of school leaders and other 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 bus park and the pedestrian areas at the beginning/end of the school day.

Role of the Pupil Support Assistants and Travel Escorts (where applicable)

The Pupil Support Assistants will be responsible for meeting the taxi/minibus at the drop off zone, receiving the pupil from the travel escort building via the drop off zone. At the end of the school day, Pupil Support Assistants will be responsible for escorting the pupils to the drop off zone and helping them into the vehicle. However, local flexibility can be exerted regarding this arrangement, depending on the needs of the pupil and his or her relationship with staff.

Monitoring of compliance of Site Traffic Management Plan

In addition to the supervision arrangements in place, the Business Manager will carry out weekly site inspections to view practices. These inspections will be recorded on the **weekly site monitoring form** (see appendix A). These records will be retained for 6months.

Non-compliance

Concerns or incidents that constitute non-compliance will be recorded. The Business Manager will be responsible for addressing these with the User by taking appropriate action.

APPENDIX A

Traffic Management Plan Weekly Site Monitoring

Completed by: _____ BUSINESS MANAGER

Date	Area	Observation	Incident	Signed by

Use of School Car Parks and Vehicular Access Areas

The Education and Children's Services Directorate, as part of the Fife Council Plan, aims to improve the quality of life for local communities, families and individuals. We encourage people participating in a variety of sport and leisure activities, to bring about a positive impact on learning, good health and wellbeing. We want to encourage our young people to become and keep active.

One of the ways that the Directorate achieves this is through travel plans and the promotion of walking to and from school. All Fife schools are either working towards implementing a School Travel Plan or already have one in place. This is an approach that encourages smarter travel choices, prepared by schools in conjunction with parents and carers, exploring options to make the journey from home to school as healthy as possible.

Many families are engaging with the spirit of their school's travel plan and are reducing their car use for bringing pupils into school. Where families do use cars for the journey to and from school, they are encouraged not to park near to the school and walk their child(ren) into the school. This avoids congestion in close vicinity of schools, helping to keep pupils and other road users safe, as well as providing an opportunity for physical activity.

Fife Council does not provide facilities for pupil drop off or collection within its car parks, which are primarily for use for staff and visitors. This also applies to service areas, access roads and other vehicular areas within the school boundary, which should not be used for waiting purposes. Parents and Carers should not, without agreement with the school, enter the site to drop off or collect pupils. Schools have their own Traffic Management Plans (shared with site users via their website, email distribution etc.), which outline their rules for vehicular and pedestrian access. These plans make any restrictions about access and expectations from users clear.

Where families require temporary access into a school, for example, to drop off a child that is not ambulant, there should be a clear agreement with the Headteacher for a defined period of time that is subject to review and termination. Explicit agreement should also be in place for drivers with a blue badge, who do not necessarily have entitlement to use disabled bays where they exist in Fife school car parks.

Education and Children's Services