

Appendices

Appendix A



YSGOL GYMRAEG SANTES TUDFUL

**Traffic Management
Policy/ Polisi Rheolaeth
Traffig 2024-25**

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Appendix A

1. Introduction

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

Ysgol Gymraeg Santes Tudful 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 management team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

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

<https://www.santestudful.merthyr.sch.uk/>

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

**For further information, please contact the school office on
01685351815**

2. School Layout / Access

The school site is accessed for all modes of transport (pedestrian, cyclist, school buses, taxis & private vehicles, via the entrance gates at the southern end of the school access road as shown below.

Ysgol Santes Tudful Access



Main access point for all pedestrians, through main electronically monitored gates.

School Access Gates



3. Pedestrians

There is a pavement around the perimeter of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Adults/pupils walking in groups should take this into account and allow other users to pass safely. At key points of the day, i.e start and end of the school day, staff will be present at the school entrances managing the movement pedestrians entering and exiting the school premises to ensure the footways and crossings are used safely. The caretaker monitors the gates between 8:30-9am and the headteacher/deputy headteacher monitors the bus drop-off zone during this time to ensure all pedestrians use the pavements and the pedestrian crossings appropriately. This mitigates risk and manages the taxis, blue badge holders and buses whilst pupils are arriving at school. The footways accessing the school entry points have pedestrian crossings.

Pedestrians should only access the school from the designated entry points at the front of the school. 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. The only vehicles that are allowed into the grounds between 8:30-9am are staff vehicles, blue badge holders, special permission agreements and buses. The gates are open

between 8-8:30am for breakfast club, school buses, blue badge holders, special permission arrangements and staff and this is overseen by the school caretaker. During this period authorized parents can drop-off their children using the designated drop-off zones by the roundabout. Adults/pupils must use the footways and designated crossings to access the school entry points.

Additional members of staff will oversee safety of pedestrians via the main pedestrian gate when pupils are leaving the site with their trusted adult alongside the caretaker who shall be overseeing pedestrian, cyclist and vehicular safety.

Designated Entry Points

Pedestrians accessing the school access gate at the front of the school site should follow the local footpath along the school access Road, to/from Pantyffyn Road, Blaenau'r Cwm and the Oval Playing Fields Car Park as well as the dedicated footway from Luther Lane to the south. The vehicular access should not be used by pedestrians. Entry into the school building for the breakfast club is through the school hall doors for pupils in Years 3-6 and past the main reception towards the separate breakfast club for Nursery-Year 2 pupils. Within the school site, the designated pedestrian entrances leading into the school building and school yard are open between 8:50-9am (gate located past the school hall and leads into the schoolyard). A member of staff monitors this gate during this time and closes this securely at 9am. If a pupil arrives after 9am they will need to be registered by their parents at the main reception entrance and gain entry through the main reception door.

4. Pupils

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

- Pupils found to be climbing over railings or walls, not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.

Morning drop-off arrangements:

- There is no vehicular access except for buses, blue badge holders, special permission arrangements and staff between 8:30-9am. After 9am the gates are automatically locked and if visitors/parents need to gain entry they will need to press the button which links to the reception and entry is only permitted via the reception staff.
- Entry into the building is only permitted via the designated pedestrian entrances to the school (main reception, school hall doors and gate leading to schoolyard). Entry using any other door is not permitted as this would require you to cross the areas that are out of bounds.

Afternoon pick-up arrangements:

- There is no vehicular access except for buses, blue badge holders and special permission arrangements between 3:10-3:40pm. The caretaker oversees this and manages the entry gate during this time.
- Pupils leave via designated exit points with guardians/parents. All adults/pupils need to use the pedestrian crossings and footways.
- Upon arriving at the school, childcare providers are to park in the allocated area suitable for their collection. The school reserves the right to retain pupils if there are inappropriate staffing ratios from childcare providers - i.e. 1-1.

General duties of SLT/caretaker includes:

- challenging unauthorised or inappropriate parking which creates a hazard or congestion;
- steering pedestrians away from hazard areas;
- challenging and reporting incidents of excessive speed;
- challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules, using mobile phones when driving and other

5. Staff

There is a staff car park within the rear of the school grounds. This is a designated parking area for school staff only. Drivers should proceed slowly and safely within the school grounds and car parking areas at all times. The caretaker monitors vehicular access into the school grounds between 8-8:30am to ensure that parents do not use the staff car park during breakfast club drop-off times. Staff are fully aware that some young people and some pupils with additional support needs may have little or no awareness of road safety and they take account of this when driving cautiously.

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 to the school office who will inform/remind the driver of the correct use of the site. Disabled parking bays at the front of the school are only for disabled staff or visitors.

When entering/leaving the staff car park, drivers should be aware that pedestrians may be crossing the car park as they use the pedestrian crossings. Staff can enter the building via the main entrance point and sign-in and out using the designated electronic signing-in procedure. Staff are aware of the code that is then needed after signing-in to enter through the school doors which are MAG locked. This code changes regularly for safety precautions and only school staff are aware of this code.

6. Visitors

Visitors are welcome to park within the school grounds between 9-3:10pm, but should only use the designated visitor parking areas located at the front of the school, adjacent to the internal roundabout. 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. Disabled parking bays are only for disabled staff or visitors.

Alternative parking is available at the Oval Playing Fields Car Park, which is a short 5-minute walk away from the school, with a dedicated pedestrian access to/from the car park connecting with a Zebra Crossing allowing for safe crossing of Pantyffyn Road. If you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction such as at dropped kerbs.

Access into the school is gained via the automatically locked pedestrian gate entry point. All visitors must press the button which is linked to the reception. If safe to do so, reception will then permit them into the school grounds by automatically unlocking the pedestrian gates. All visitors must then report to reception, following the reception signs, and sign in before going anywhere in the school. All visitors must wear a visitor lanyard.

Visitors are required to leave a note of their registration number during the sign in process.

On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01685351815.

Ysgol Santes Tudful - Oval Playing Fields Pedestrian Route



Oval Playing Fields Car Park Pedestrian Access



Pantyffyn Road Zebra Crossing



7. 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.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01685351815 in advance to agree the most suitable parking location. The majority of Servicing and Delivery vehicle trips will be scheduled to occur outside of the school peaks at the start and end of the school day.

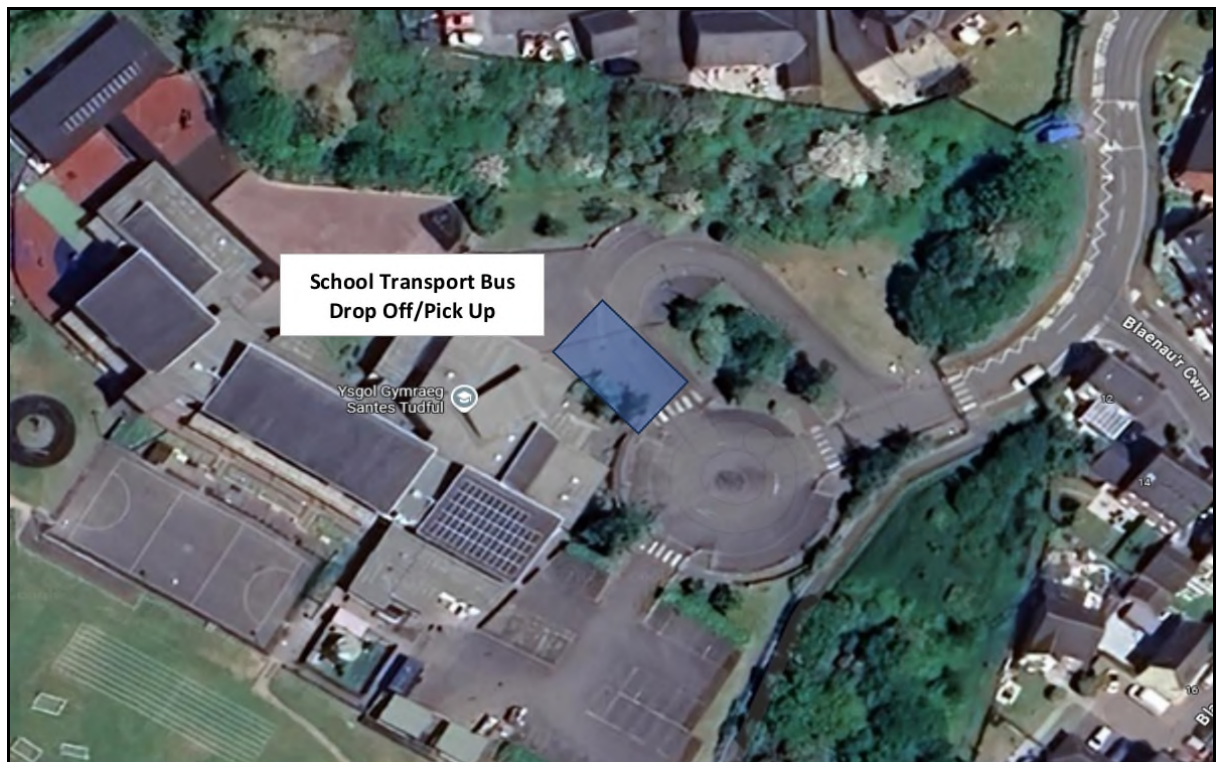
8. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transport Services as part of the terms of the contract.

Buses for mainstream pupils

School transport buses arrive between 8:30-9am and these are allowed on site as a high volume of pupils use this service. The drop-off zone, which shown below is located immediately to the west of the internal school roundabout near the main entrance, is blocked by traffic cones between this time to allow clear access for coaches. Only coaches are allowed into this area during this time. Pupils are escorted off the bus by the headteacher/deputy headteacher and Year 6 pupils. At the end of the school day pupils are taken by allocated staff members to their allocated bus. All staff wear high-vis jackets at all times. Other vehicles do not have access to this area during these peak times.

Ysgol Santes Tudful – School Transport Bus Drop Off & Pick Up Zone



9. Disabled Access

There is a disabled Parking Bay at the front of the school which is only to be used by Blue Badge Holders.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01685351815.

10. Outside the School Grounds

It is important that the school is a good neighbour to local residents and therefore the residential area near the school must not be used. There is a nearby allocated park area at the Oval Playing Fields Car Park. Parents/Carers cannot park near the school and allow their children to walk the remaining distance on their own, unless previous arrangements have been agreed with the headteacher.

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 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 by parking as far away from the school as possible to keep the pupils at Ysgol Santes Tudful, residents and other road users safe.

Any traffic violations will be referred to the Police.

11. Management Practices

Key to the ongoing monitoring of the plan is the role of school managers 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

12. Supervision

The Senior Management Team will arrange for daily supervision around the pedestrian areas at the start and end of the school day. Caretaking staff will provide the locking and unlocking of the gates for car parks. High visibility waistcoats will be worn when carrying out this duty.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team will carry out regular site inspections to view practices. These inspections will be recorded on the 'Site monitoring

form' (see Appendix A). These records will be retained for 6 months. Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Management Team will be responsible addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to contractor or service management which may result in investigative action. 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 Management Team who will make a record on the form and take appropriate action.

Any traffic violations will be referred to the Police.

Appendix A

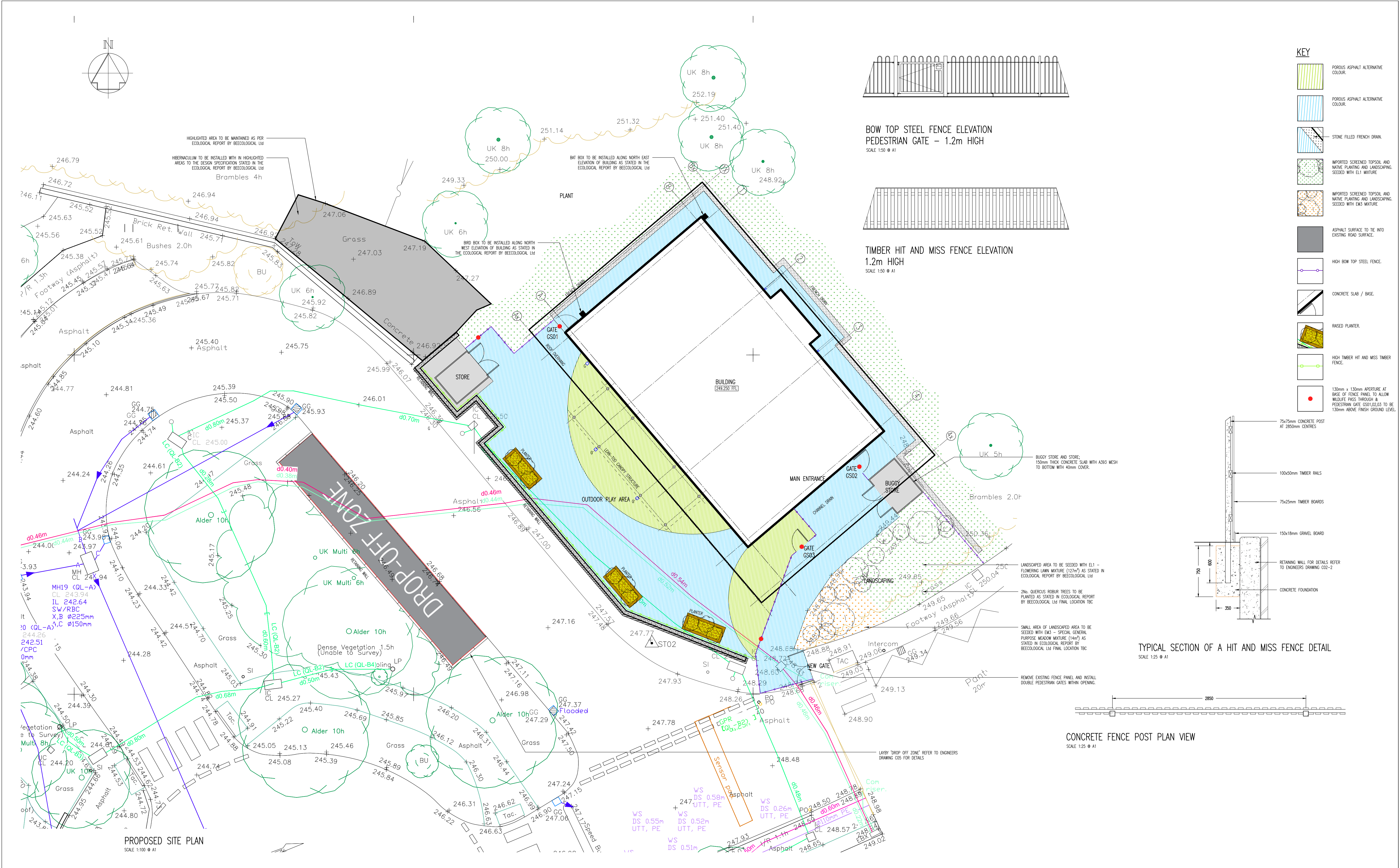
Traffic Management Plan

Site Monitoring Form

Completed by: Senior Management Team

[illegible]

Appendix B



No.	REVISION	by	date	No.	REVISION	by	date
A	SITE PLAN UPDATED IN LINE WITH A06 PROPOSED BUILDING PLAN. LOCATION AMENDED.	AP	21.01.25				
B	DRAWING STAGE UPDATED TO TENDER.	BP	07.03.25				
C	SECTIONAL DETAIL AND PLAN VIEW OF HIT AND MISS FENCE, HEDGEHOG FENCE HOLES ADDED, ECOLOGICAL HIGHLIGHTED AREA ADDED. NOTES RELATING TO ECOLOGICAL REPORTS ADDED. BAT AND BIRD BOXES ADDED. LAYOUT UPDATED TO SUIT ENGINEERS DRAWING.	BP/JP	17.03.25				
D	AREA OF EM3 SEED MIXTURE ADDED TO LANDSCAPING AREA.	RP	19.03.25				

NOTES

- Do not scale from this drawing
- All dimensions to be checked on site
- 'As built' drawings are prepared, in part, based upon information furnished by others. While this information is believed to be reliable, James & Nicholas LLP assume no responsibility for the accuracy of 'As built' drawings or for any errors or omissions that may have been incorporated into them as a result of incorrect information provided to us by others. Those relying on an 'As built' drawing are advised to obtain independent verification of its accuracy.

STAGE

TENDER

REFER ALSO TO THE FOLLOWING:

Drawings:

Bending Schedules:

CLIENT



MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TYDFUL

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JOB title

NEW SCHOOL BUILDING (PROPOSED FLYING START), YSGOL SANTES TUDFUL, MERTHYR TYDFIL, MTCBC

Drawing title

PROPOSED SITE PLAN

Job No: 24.03
Drawing No: A05
Rev: D

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Job title

NEW SCHOOL BUILDING (PROPOSED FLYING START), YSGOL SANTES TUDFUL, MERTHYR TYDFIL, MTCBC

Drawing title

PROPOSED SITE PLAN

Job No: 24.03
Drawing No: A05
Rev: D

Scales: 1:100 @ A1