

Abernant Primary School
Richmond Terrace

Abernant

Aberdare

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Site Traffic Management Plan

September 2025

(Next review date September 2026)

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1. Introduction

This document has been prepared to inform and instruct employees, 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.

Abernant Primary 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 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 via the school website. Copies are also available from reception. The document will be reviewed annually and awareness raised regularly through parental events, pupil groups, assemblies and school meetings.

For further information, please contact:

Julie Kucia, Headteacher on 01685 871597 or email
admin.abernantprimary@rctcbc.cymru

2. School Layout / Access



3. Pedestrians

There are 2 pedestrian access gates from Richmond Terrace Road which is the Main Entrance.

There is a pavement with a fence outside school entrances this should be used by both parents and pupils when walking entering school.

Designated Entry Points

There are no parking facilities on site and deliveries are made in this area but are not allowed to deliver at the times when pupils are arriving or leaving the premises. Entry into the school building is through a door at the front of the school which is operated via a fob system.

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.
- Parents and pupils are discouraged in the interest of Health & Safety from hanging around the main gate area. This is to ensure that children can leave the premises safely.
- Pupils must not walk on the roads around or near the school when leaving or entering the premises and take great care around the entrances.

Drop Off

There is no designated on site drop off for pupils. Parents are strictly forbidden to park outside the school on the yellow zig zags.

5. Staff

There is no staff car park within the school grounds and staff park to the side of the school or in the nearby street. If staff on occasion have to enter the small parking space onsite they must adhere strictly to the rules.

6. Visitors

There is no visitor car park within the school grounds and visitors can park to the side of the school or in the nearby street.

Access into the school is only permitted from the main entrance. All visitors must report to reception and sign in before going anywhere in the school. 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 01685 871597.

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 in at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01685 871597 in advance to agree the most suitable parking location.

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

8. School Buses

No buses are required.

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.

School at present does not have these services but if it should occur the following procedures for staff and visitors will be adhered to.

10. Disabled Access

Disabled access is via top entrance. Vehicle access is on Richmond Terrace, near the the main entrance.

Parking

Disabled persons will be able to use the small space outside main entrance but must adhere strictly to the terms of driving in.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01685 871597.

11. Parking near the School Grounds

The school accepts that parking near the school is not easy. Richmond Terrace is a residential street, 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. 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, 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. Visitors should take care parking.

Please act responsibly by parking safely as this will keep the pupils at Abernant Primary School, local residents and other road users safe.

12. Management Practices

Key to the ongoing monitoring of the plan is the role of Headteacher 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 Headteacher will spot check access to the school. The site manager will be providing additional monitoring of the access to the school.

Monitoring of compliance against this plan

The Headteacher will spot check access to the school. Where issues arise with vehicular access, taxi, minibus and bus drivers and staffing, these will be dealt with immediately. The Headteacher will be responsible for 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 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 Headteacher who will make a record on the form and take appropriate action.

