

Traffic Management Plan for Glade Academy

1. Purpose

To ensure the safe and efficient movement of vehicles and pedestrians on and around school premises during arrival, departure, and school events. The plan aims to:

- Minimise traffic congestion
- Protect the safety of pupils, staff, parents, and visitors
- Comply with health and safety regulations and local council requirements

2. Scope

This plan applies to all:

- School staff
- Pupils and parents/carers
- Visitors and contractors
- School transport services (e.g. buses, taxis)
- Emergency services

3. Key Principles

- Safety first: Pedestrian and pupil safety is the top priority
- Clear signage and communication: All users understand routes, restrictions, and expectations
- Segregation: Vehicles and pedestrians are separated wherever possible
- Sustainability: Promotion of walking, cycling, and public transport

4. Site Access & Circulation

- Staggered start and end times for staff, Glade pupils and Fledglings Pre-school, to reduce congestion
- Dedicated drop-off/pick-up zones away from pedestrian entrances
- No-parking zones marked near school gates
- Pedestrian-only zones enforced at key times



Knappers Way
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www.gladeacademy.co.uk
Headteacher: Miss T. McCarthy
Deputy Headteacher: Mrs. E. Peck

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5. Roles and Responsibilities

<i>Role</i>	<i>Responsibility</i>
Headteacher/Principal	Oversees plan implementation and reviews
Site Officer	Maintains signage, markings, and gates
Operations/Trust Facilities Team	Coordinates risk assessments and updates
Staff on Duty	Supervise gates and crossings at start/end times
Parents/Carers	Adhere to school traffic rules and park respectfully
Students	Follow safe routes and travel expectations

6. Risk Management

- Regular risk assessments of vehicle and pedestrian movement areas
- Ensure emergency vehicle access is maintained at all times
- Incident reporting procedures in place and communicated to staff

7. Communication

- Regular communication with parents via newsletters, Class Dojo, texts, and signage
- Inductions for new staff and students on traffic safety protocols
- Public notices to discourage inconsiderate parking near school entrances

8. Encouraging Active Travel

- Participation in "Walk to School" initiatives
- Provision of secure cycle and scooter storage
- Liaison with local council on travel plans and safe routes



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9. SEND Transport Needs

- Designated drop-off and pick-up zones close to school entrances
- Staff assigned to support safe arrival and departure of SEND pupils
- Use of accessible transport vehicles arranged with the local authority
- Clear protocols for escorting pupils from vehicles to reception/classroom
- Training for staff in assisting pupils with mobility, sensory or behavioural needs during transitions
- Liaison with SENDCo and transport providers to ensure individual pupil needs are met

10. Monitoring and Review

- Annual review of traffic arrangements, or sooner if required
- Feedback gathered from staff, parents, and local residents
- Records of near misses or incidents reviewed at SLT/ Academy Council & Central Trust

11. Supporting Documents

- Site maps indicating traffic flows and designated areas
- Risk assessment reports
- School travel plans (if applicable)
- Communication templates (letters to parents, signage drafts)

Vehicle Movement on Site (car park) - Risk Assessment

School Name: Glade Academy		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable): Car park		Staff	✓	Vulnerable People	✓	Volunteers	✓
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L		
Collision with/struck by moving vehicle on site		Vehicle and pedestrian routes are clearly defined and are separated by use of physical barriers, and line markings.	✓	Clear pavement and zebra crossing for pedestrian use.			
		Car parks are clearly signposted, and parking spaces are marked appropriately.	✓				
		Where necessary to limit vehicle/pedestrian interaction "one way" measures are in place.	✓	Deliveries discouraged at peak times. Delivery vans reverse up drive. School driveway / car park not big enough for "one way" measures to be put in place.			



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	H	Procedures are in place to manage vehicles carrying out reversing manoeuvres i.e. banks person or turning circles provided.	✓	Deliveries discouraged at peak times.	M
		Vehicle movement is restricted at key times i.e. beginning and end of the school day (vehicle access gates etc. are closed).	✓	Movement of vehicles prohibited at peak times for pedestrian usage e.g. start and end of school. School carpark gate closed between 8:40am & 8:55am. Parents / carers not allowed to use the school car park for drop off and pick up, unless they have a blue badge and using the disabled parking bay.	
		Children are appropriately supervised as they move around the site.	✓	Children under parental supervision in car park. Regular reminders sent out about appropriate behaviour when walking through carpark. Vehicles are prohibited from entering the main school site / playground without authorisation.	
		Speed restriction signs are in place and limits enforced.	✓		

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		The school policy on parental/other visitor's use of the school car-park is clearly communicated.	✓	Regular reminders sent out on Class Dojo and in the school newsletter about parents / carers not being allowed to use the car park.	
		Appropriate routes are maintained for evacuation purposes and emergency vehicular access.	✓	Driveway, main entrance gate and blue gate kept clear of any obstructions.	
		External lighting is provided as necessary.	✓		
Collision with/struck by moving vehicle outside main gates	H	Measures are in place to minimise risk of injury outside the school's main entrance (e.g. parking restrictions, notices reminding parents of inconsiderate parking, speeding etc.).	✓	Regular reminders sent out via Class Dojo and the school newsletter.	M
<p>Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.</p>					
Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that is associated with the activities being carried out to be listed here.	<p><i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i></p> <p>Fledgelings nurse drop off and pick up point in car park. Parents told to wait on paved area and to not let their children run around. Regular reminders sent out to parents / carers. Fledgelings staff supervision at drop off and collection times.</p>				



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Date of Assessment:	17/09/2025	Carried out by:	J. George	Signature:	<i>J. George</i>
Date of next review:	17/09/2026 or sooner if required.	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> Traffic Management Plan 				

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.

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Communication Examples

- *We have had complaints from a few members of the public about parents parking in residents' parking spaces and in front of garages on Heath Road and Knappers Way at school collection times.*

Whilst we are aware that parking is limited near the school site, when parking for school drop off and pick up, please be mindful of our neighbours and respectful if asked to move your vehicle.

- *I'm sure that many of you will have noticed that we have again started to close the vehicle gates at the bottom of the school car park before children arrive on-site, and then open them again once the registers are being taken.*

The car park is for staff, visitors and disabled parents / carers / children only - there is a sign next to the vehicle gates stating 'Staff and Visitors only'.

We have a duty to keep everyone (particularly our children) safe. In terms of a risk assessment, as we are a school we know that at drop-off and pick-up times the car park will be busy with pedestrians (many of them children) accessing our site - if vehicles are also moving around in the car park during this time accidents could easily happen.

Please be aware that if you legitimately use the disabled bay, or ignore the sign next to the vehicle gates and park in the car park without a valid reason you may have to wait until the gates are unlocked after 8.50am.

If this happens and you are upset by it and would like to discuss it with a member of staff then please kindly ask to speak to me - everyone else in the team will be following my instructions, and as such Mrs. Hawkins (in the school office) will be unable to unlock the car park gates until after 8.50am.



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- *We have had a number of calls from concerned members of the public and parents regarding children not looking before they cross the road and running out in front of cars. Obviously, our pupils' safety is of the utmost importance to us. Please remind your children of the importance of road safety and looking before you cross the road.*



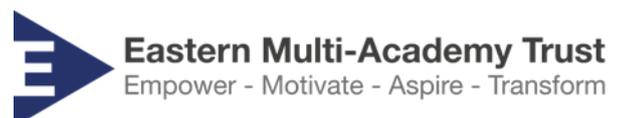
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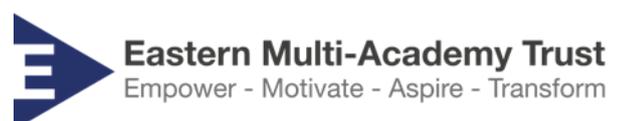


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