



SULLIVAN UPPER SCHOOL TRAFFIC MANAGEMENT PLAN

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.

Sullivan Upper 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 reception, reception is then to liaise with the Health and Safety Officer.

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

This document will be reviewed annually and awareness will be raised regularly through parental events, assemblies and school meetings, with the monitoring forms.

School Layout/Access

See Appendix 1

A. PUPILS - PEDESTRIANS

There are a number of pedestrian access/egress points to/from the school – pedestrians should only enter the school through these entrances and not through the vehicular entrances:

A1 – pedestrian gates at the main school entrance on Belfast Road.

A2 – pedestrian gate at side of school on Abbey Ring.

A3 – pedestrian gate at the rear of school on Abbey Ring

A4 – pedestrian gate at Norwood Lane.

Pedestrians should use the footpaths/designated walkways provided and cross at the designated zebra crossing areas only.

Pedestrians should walk when moving through the school site; pay attention to their surroundings and not be using their mobile phones when crossing roads. This is important when both inside and outside the school site.

Pupils (Sixth Form) should note that they are not permitted to park within the school grounds at any time.

B. STAFF - VEHICLES

There are a number of staff car parking areas within the school grounds:

1) accessed through the main school entrance (Belfast Road):

B1 – at the front of the 1965 school building

B2 – at the side of the swimming pool

B3 – behind MA5 and MA6

2) Accessed through the rear school entrance (Abbey Ring):

B4 – at the rear of the school site behind the Frost Building

B5 – at the rear of the school site at the rear pitches

The school operates a one way system at all times.

Drivers should proceed slowly within the car park at all times. 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 should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building. Staff are required to supply the school with their registration number so that they can be contacted if there is a need to do so.

All staff drivers are reminded of the following rules:

Dos:

- Observe the traffic road signs and directions at all times.
- Pedestrians crossing at the pedestrian crossing have the right of way of the road so drivers must stop.
- Staff should park cars in staff parking areas.
- Slow down, be mindful of our pupils crossing.

- When parking, please reverse into car parking spaces. Where this cannot be avoided, take care when reversing out of car parking spaces.

Don'ts:

- Do not park on or block pedestrian crossing at any time.
- Do not park in visitor car parking areas.
- No U- turns are permitted, please.
- Do not park in bus parking/designated parkings spaces/yellow hatched areas/disability parking areas.

C. PARENTS/VISITORS - VEHICLES

Parents who bring their children to school (or collect them) by car are advised to drop off/pick up their children outside the school grounds. Parents/Guardians are encouraged to drop their children off away from the main school entrance points, to observe the road traffic markings (eg not to park on zig-zag markings, double yellow lines) and to allow their children to walk the remaining distance using designated pavements and paths.

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 Sullivan Upper School, local residents and other road users safe.

If they choose to access the school site, parents should note the following:

C1. Drop off/Pick Up Zone

Dos:

- Pupils should be dropped off/picked up at the Pavilion and NOT outside the school entrance. Special care, consideration and patience is needed when dropping children off, picking them up and when parking and pulling out.
- When approaching the drop off/pick up zone, drive to the front of the queue so that as many cars as possible can pull in behind.
- A one-way system is in operation at all times. Traffic must enter by the main Belfast Road and leave by the Abbey Ring gates. Please note, however, that such has been the increase in vehicular traffic that the school driveway can be very congested at these times and that delays are likely.

- Slow down, be mindful of our pupils crossing.
- Observe the traffic road signs and directions at all times.
- Pedestrians crossing at the pedestrian crossing have the right of way of the road so drivers must stop.

Don'ts:

- Parents should not drop pupils off in staff parking areas.
- No U- turns are permitted, please.
- Do not stop to drop pupils off in the middle of the road
- Do not park on or block pedestrian crossing at any time.
- Do not park to drop off in bus parking/designated parkings spaces/yellow hatched areas/disability parking areas.

C2. Parent/Visitor Parking

There are a limited number of designated car parking bays for visitors (C2) at the front of the school, opposite the Pavilion.

There are also a number of designated disabled parking bays for permit holders in front of the main school entrance.

A public car park is available nearby at Spafield (C3).

Alternative on 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 or park where this could cause an obstruction such as bus parking areas on Abbey Ring.

All visitors must report to reception and sign in. Visitors are required to leave their registration number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door. If anyone needs any advice on access or parking before their visit, please call the school reception on 028 9042 8780.

Please be aware that the school is situated in a residential area and we ask everyone to park with consideration for our local residents.

C3. Special Events

On occasion there may be a special event held in school (eg AQE mornings, Open Day, evening events) when there will be a larger number of visitors to the school than normal. Visitors will be asked to observe the instructions of parking marshals and to observe site rules as above.

D. SERVICING/ DELIVERIES

There are designated loading bays for deliveries at the front of the main school reception (D1) and at the side of the main school building (D2).

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance to advise of 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 Facilities Manager in advance to agree the most suitable parking location.

Deliveries should avoid the very busy times when there is significant pedestrian and vehicular activity (8.15am to 9am and 3.20pm to 3.50pm).

E. MANAGEMENT PRACTISES / GUIDELINES

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.

Where issues arise with vehicular access, contractors, deliveries, these should be dealt with.

The pastoral staffing team will be responsible addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

APPENDIX 1 – SITE MAP

