



Berrywood School Car Park Policy

Effective from:	5 October 2026
Approved by:	Governing Body on 29/09/2026
Review date:	July 2027

1 Purpose and scope

The school car park is primarily a staff car park and is not large enough to accommodate general parent or carer parking at school drop-off and collection times. This policy governs vehicle access to the school site so that the car park can operate safely, predictably and without obstructing pedestrians, emergency access or the work of the school.

The policy applies to staff, governors, parents and carers, visitors, contractors, delivery drivers, external agencies and providers using the school site. It should be read alongside the school's safeguarding, health and safety, data protection and complaints arrangements.

2 Policy principles

The car park is reserved primarily for school staff and people attending the site on official school business.

Parents and carers must not use the car park for routine drop-off or collection, except at the times or under the specific arrangements set out in this policy.

Vehicle access is controlled to protect children, families, staff and visitors and to keep the site operational.

Permission to enter does not create an entitlement to park, to use a particular bay or to remain on site.

All drivers must use the site safely, comply with signs and staff instructions, and keep emergency and pedestrian routes clear.

3 Automatic Number Plate Recognition Barrier and Restricted Times

The school operates a barrier using Automatic Number Plate Recognition (ANPR) to control access consistently and enforce this policy.

3.1 Restricted times

Period	Restricted hours
Morning	8.00am to 9.00am
Afternoon	2.30pm to 4.45pm

During restricted times, parents and carers must not drive onto the school site unless the vehicle has been specifically authorised by the school and registered on the ANPR system. Drivers must not approach the barrier in the expectation that access will be granted. If a vehicle is not authorised, the barrier will not open.

At other times, the barrier will normally be inoperative and access will not be restricted by ANPR. This does not convert the car park into general public parking or override any other part of this policy, site signage, a temporary closure or an instruction from the school.

3.2 Vehicles authorised during restricted times

The school may register the following vehicles on the ANPR system where access is required:

- school staff;
- governors attending school business;
- designated visitors, including Local Authority staff and external agencies;
- Little Gems staff;
- scheduled delivery drivers and contractors;
- after-school club providers;
- Blue Badge holders with an access arrangement agreed by the school; and
- parents or carers with a temporary access arrangement specifically authorised by the Headteacher.

Registration on the ANPR system permits entry only for the purpose and period authorised. It does not provide unrestricted access or an entitlement to park.

3.3 Barrier safety and vehicle details

Drivers must approach the barrier slowly, wait for it to open fully and pass through one vehicle at a time.

Tailgating, attempting to follow another vehicle through the barrier, or attempting to bypass or interfere with the barrier is prohibited.

An authorised user must provide accurate vehicle registration details and notify the school promptly of any temporary or permanent change of vehicle.

Authorisation applies only to the registered vehicle and authorised purpose. It must not be shared or used to admit another vehicle.

A barrier fault or failure to recognise a registration does not itself authorise entry. The driver must follow the school's instructions and must not obstruct the entrance or reverse unsafely into surrounding traffic.

4 Parent and carer access

4.1 General rule

Parents and carers are not permitted to use the car park for routine school drop-off or collection. During restricted times, access is available only where expressly authorised under this policy.

4.2 Blue Badge holders

The school car park is private land. Holding a Blue Badge does not by itself create an automatic right to enter or park on the school site. A parent or carer who holds a Blue Badge and requires access during restricted times must agree an access arrangement with the school and provide the information needed to register the relevant vehicle.

The school will consider accessibility needs and its duties under equality law when deciding and reviewing arrangements. A Blue Badge must be displayed where the school requires this, and the designated accessibility bay must be used considerately.

Regulations relating to Blue Badge use must also be adhered to i.e. they not transferable.

4.3 Very exceptional circumstances

Car park access for parents and carers during restricted times will only be granted in very exceptional circumstances, at the operational discretion of the Headteacher. Requests must normally be made in advance and must include sufficient information for the Headteacher to assess the need, duration and effect on the safe operation of the site.

Any approval will be personal, purpose-specific, time-limited and subject to review. It may include conditions about times, routes, stopping points, dwell time or assistance arrangements. Previous access, convenience, attendance at an event or difficulty parking near the school does not create an entitlement to continued or future access.

All access arrangements that existed before this policy ended on 23 October 2026. Any access after that date must be separately authorised under this policy.

4 Staff, governors, visitors, providers and deliveries

Staff must use designated bays and follow any allocation or parking instructions issued by the school.

Governors, visitors and external agencies must be attending official school business and must report to reception and follow safeguarding procedures.

Contractors, delivery drivers and providers must use agreed access arrangements and avoid peak movement times wherever practicable.

The school may require advance vehicle details, limit access to specified times or direct a vehicle to wait, unload or park in a particular place.

4.4 Breakfast and After School Berries

Parents and carers may use the car park to drop off for Breakfast Berries before 8.00am.

From 8.00am, the restricted-time arrangements apply. A child may still attend Breakfast Berries, but the parent or carer must park outside the school grounds unless separately authorised.

Parents and carers collecting from After School Berries may use the car park after 4.45pm, subject to site availability and the other conditions in this policy.

A child may be collected before 4.45pm, but the parent or carer's vehicle must remain outside the school grounds unless separately authorised.

5 Clubs, tutoring and school events

Collection from after-school clubs, tutoring sessions, parents' evenings or other school events does not provide an entitlement to use the car park during restricted times. Parents and carers collecting before 4.45pm must park outside the school grounds unless separately authorised.

In the interests of fairness, these restrictions also apply to parents who are members of staff or governors when at school not in their working or voluntary capacities.

6 Safe use of the car park

Every driver using the site must:

- observe the site speed limit and all directional and parking signs;
- give priority to pedestrians and take particular care where children may be present;
- park only in a marked bay or another location specifically authorised by the school, subject to the limited double-parking arrangement below;
- keep entrances, exits, pedestrian routes, crossing points, gates and emergency access clear;
- avoid unnecessary idling and leave promptly when the authorised purpose has been completed;
- ensure children enter and leave the vehicle safely and remain appropriately supervised; and
- comply promptly with reasonable instructions from school staff.

The school may temporarily close or restrict all or part of the car park when required for safety, emergencies, maintenance, events or the operational needs of the school. ANPR registration does not guarantee access or a parking space on any particular occasion.

Double parking when designated bays are full

Where all designated parking bays are occupied, an authorised car park user may double park only if this can be done without obstructing:

- entrances or exits;
- emergency access;
- pedestrian routes or crossing points;
- vehicle circulation within the car park; or
- the safe and effective operation of the school.

Where possible, double-parked vehicles must be positioned at either end of the car park and must not block a vehicle whose driver may need to leave the site urgently.

The driver must report the double parking to the school reception team immediately and provide:

- the vehicle registration number;
- the location of the vehicle; and
- a means by which the driver can be contacted while on the school site.

The driver must remain contactable and must move the vehicle promptly when requested by the school. Double parking is a temporary operational arrangement and does not create an entitlement to park outside a designated bay. If no safe location is available, the vehicle must not be left in the car park.

7 Monitoring, non-compliance and withdrawal of access

The school may use ANPR records, CCTV footage, staff observations and incident reports to monitor compliance, investigate concerns and support the safe operation of the site. Personal data will be handled in accordance with the school's privacy notices, retention arrangements and data protection policies.

Where a user breaches this policy or an individual access condition, the school may issue advice or a warning, impose additional conditions, suspend access or withdraw authorisation and remove the vehicle from the ANPR system. The response will take account of the seriousness, frequency and safety impact of the conduct.

The Headteacher may suspend or withdraw access immediately where conduct creates a significant safety risk, involves deliberate misuse of the barrier or ANPR authorisation, obstructs emergency or pedestrian access, or is abusive towards staff or other site users. An alternative arrangement may be considered where required to meet the school's legal duties.

8 Operational decisions and complaints

Decisions about individual vehicle access, the conditions attached to access, and suspension or withdrawal are operational decisions for the Headteacher under this policy. The Headteacher may delegate administration of the ANPR list and routine access arrangements but retains operational oversight.

A person who believes that this policy or the relevant decision-making process has not been followed may use the school's complaints procedure. A complaint review may consider whether the policy, relevant information and required process were properly applied; it does not transfer responsibility for individual operational access decisions to governors or create a separate right of appeal against the merits of the Headteacher's decision.

9 Responsibilities, communication and review

- The Headteacher is responsible for operational implementation, individual access decisions and proportionate enforcement.
- The school office maintains authorised vehicle details, communicates arrangements and receives access requests and concerns.
- All drivers are responsible for keeping their details current and complying with this policy and any specific conditions of access.
- The school will communicate the policy through correspondence, its usual publication channels and site signage.
- Temporary parent or carer access arrangements will be reviewed at least half-termly, or sooner where circumstances or safety concerns change.
- The governing body will review the policy on the stated review date, or earlier if operational experience, an incident or a change in law or guidance makes this necessary.