

# Barnwell School



*Achieving Excellence Together*

# Travel Code of Conduct

Agreed: September 2017

Review Date: September 2019

# **Travel to and from school: Code of conduct for parents, students, staff and visitors**

## **Introduction**

Barnwell Middle School and Barnwell Upper Schools are located in quiet residential areas, and were built at a time when the weight of traffic in Stevenage was significantly less than is seen today.

This code has been created to ensure a safe and healthy environment for staff, students, parents and visitors to Barnwell School, and to help minimise the disruption and inconvenience to local residents.

The Governors of Barnwell School respectfully request that all who have cause to visit Barnwell Middle or Barnwell Upper School campuses follow this code of conduct at all times.

## **Barnwell School requests that all drivers please:**

- Keep to the rules of the road, particularly in adhering to speed limits and not stopping on the zigzag lines outside the school gates, in front of the garages opposite the Upper School Campus or on Shephall Way.
- Parents should not enter the site unless absolutely essential, for example your child has a significant mobility problem. The school entrance and immediate vicinity will be crowded with students at the start and end of the school day, so for their sake, please drop off as far away from the schools as reasonably practical.
- If at all possible, do not stop so that there is a line of parked vehicles causing problems with visibility and with passing. This is particularly important along Barnwell and Shephall Way.
- Take care not to stop, even to drop off, so close to driveways that the residents cannot manoeuvre their vehicles in or out.
- Drive with great care at all times in the vicinity of the school. There is always the risk of a child emerging from between vehicles or stepping off the pavement without warning. In this regard, allow plenty of time; being in a hurry is much more likely to lead to situations that cause difficulties and place children at risk.

## **Sixth formers should also:**

- Adhere to speed limits in the car park. Please note the speed limit is 5mph.
- Follow the directional arrows located in the car park.
- Register details of their car with sixth form staff before using it to come to school.
- Sixth form parking is permitted on the Upper School Campus only. Please use the far end of the car park only, adjacent to the field to the left of the Leisure Centre. Sixth form students are not permitted to park on the Middle School Campus.
- Sixth form students required to attend lessons on the Middle School Campus should park at the Upper School. Please do not park on Barnwell or on Shephall Way.
- Sixth form drivers must pay close attention to the requirements of the Sixth Form Driving policy. Please remember that allowing students to park on the Upper School Campus is a privilege, and may be withdrawn if this code or the Sixth Form Driving policy is not complied with.

**All students should:**

- For their own sake and the sake of the neighbourhood, behave with courtesy and consideration at all times going to or from school. Do not run, push or shout, drop litter or loiter in groups.
- If possible use as environmentally-friendly means of travel as possible, walking or cycling if living within a reasonable distance, otherwise car-sharing or using public transport where available. Both Campuses have adequate Cycle Storage facilities.
- Cyclists must dismount and mount their bikes at the school gates and should not ride them in school. This includes the pathways leading from the rear gates on the A602.
- Students cycling to school are advised to wear a cycle helmet at all times whilst riding their bike.

**Staff Should:**

- Not enter the Middle Campus other than through the staff car park, i.e. staff should turn left into the car park immediately after the layby inside the entrance.
- Not leave the Upper Campus through the entrance gate.
- Staff leaving the Middle Campus at peak times are requested to turn right when exiting the gates and drive along Shephall Way, past the church, to access Hydene Way.
- All staff must ensure the School is informed of their car details. Please e-mail Sarah Phillips, HR Manager.

**Visitors:**

- Where staff are expecting a visitor to the school, please forward them this code of conduct, as well as the Visitor Code of Conduct.
- Please always remember to notify reception if you are expecting a visitor, and if your visitor is arriving after 4pm, please provide them with an appropriate means to contact you and meet them in reception.