

VEHICLE MOVEMENT ON SITE POLICY

September 2026

1) Scope

This guidance applies to all vehicle movements undertaken on the Senior School premises at The Grove and the Sixth Form Centre at 1 Moor Road South.

There is no vehicle access to the Junior School site (West Avenue).

2) Objectives

The Newcastle School ('the School') seeks to ensure that all sites remain strictly pedestrian access throughout the calendar year.

3) Responsibility

The Head and the Chief Operations Officer (COO) have responsibility for the implementation of this policy, supported by the Estates team as appropriate.

3.1. Staff and visitor parking

School staff and visitors are expected to park on a public street where parking is permitted, ensuring that access for local residents is not obstructed.

At the Sixth Form Centre, up to three car parking spaces are allocated to specified members of staff. On occasion, these staff may be asked to park on a nearby road so that the spaces can be made available to visitors.

The School's minibuses, and where possible any hired minibuses, are parked in the remaining spaces at the Sixth Form Centre or on a nearby road.

3.2. Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start (8.00am) or the end of the school day (4.30pm). Deliveries should be arranged in advance wherever possible.

Where it is essential that a delivery takes place during the normal working day, drivers must park outside of the school grounds and transfer their deliveries by foot.

If staff are required to open a large gate to facilitate the delivery, which could enable vehicle access, a member of staff (e.g. a Caretaker or a member of administration or catering staff) must supervise the gate to ensure no vehicles access the site and relock the gate at the earliest opportunity.

3.3. Vehicles and hired vehicles for trips, fixtures and other school events

On arrival, third party drivers of any hired vehicle must report to the relevant School Office.

In exceptional circumstances vehicles can only be driven on the Grove site following permission from a member of SLT and the vehicle must be supervised by a member of staff e.g. a Caretaker.

There is no provision for larger hired buses or coaches on the school site. They must be parked further down The Grove ensuring that at all times, they are parked safely, legally and considerably away from the junctions of The Grove and Moor Roads North and South.

The trip leader/teacher in charge is responsible for supervising pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location on the school site prior to boarding, and move away safely from vehicles and directly back onto the school site after disembarking.

3.4. Minibuses moving on the Sixth Form Centre site

All minibus movements on the Sixth Form Centre site must be carried out in accordance with the School's risk assessment 'Movement to and around Sixth Form and neighbours', which sets out the required control measures to protect pupils, staff, visitors and local residents.

SLT approval is not required to move minibuses on the Sixth Form Centre site.

- Minibuses parking at the Sixth Form Centre are only driven by trained staff or third-party drivers whose employers have been briefed on the School's requirements
- All drivers must drive with extreme caution whilst on site
- Where possible, vehicles should only be moved when pupils are not present.

3.5. Exceptional circumstances

Vehicles are only allowed on site in exceptional circumstances (e.g. emergency services' vehicles or if when the school's normal operations cannot be carried out effectively).

In the unlikely event that vehicle access is required, staff must obtain prior approval from a member of SLT before the caretakers are asked to unlock the vehicle access gates. Management will ensure that suitable controls are in place to protect the safety of everyone on site

Note that under no circumstances are school vehicles permitted to park in the space reserved for residents of the flats adjacent to the Sixth Form Centre.

POLICY CONTROL - VEHICLE MOVEMENT ON SITE POLICY

Status & Review

Statutory policy or document	No
Publish on school website	Yes
Review frequency	Every three years
Approval date	September 2026
Review date	September 2029

Version Control

Author	Creation / Revision Date	Version	Status
Executive Assistant (TA)	February 2026	1.0	Final approved version for publication. Policy rewritten and version control introduced.
Executive Assistant (TA)	September 2026	2.0	School name changed to The Newcastle Schol