



Castle Primary School – Parking Policy (May 2026)

Castle Primary School provides two parking areas on site:

- A **visitor car park**, available for parents, carers and visitors for dropping off and collecting pupils, attending meetings, or accessing Sandcastles Nursery
- A **staff car park**, reserved for school staff, including volunteers and governors

The **staff car park** may only be used by parents or visitors who are attending the school on official business or who have obtained prior permission from the school. Unauthorised use of the staff car park is not permitted.

The **visitor car park** is free of charge. There is no system for pre-booking parking spaces. During busy periods, particularly at the start and end of the school day, if the car park is full, users must seek alternative parking off-site.

All users must:

- Follow the one-way system
- Park only within marked bays
- Keep hatched and pedestrian areas clear at all times
- Observe all signage within the car park
- Drive and manoeuvre with care and consideration

When dropping off children for Breakfast Club or the start of the school day, parents and carers must ensure that children are safely handed over to school staff before leaving the site promptly.

To ensure fair use of the car park, the school may place a notification on vehicles that are parked for extended periods, requesting that the vehicle is not left on-site longer than necessary.

The school provides two designated disabled parking bays. These bays:

- Must only be used by valid Blue Badge holders
- Must only be used for the minimum time necessary to drop off, collect pupils, or attend appointments

A valid Blue Badge must be clearly displayed at all times when using a disabled bay.

Castle Primary School is a private car park; however, for clarity and consistency, the School follows national guidance from the **Blue Badge Scheme (Gov.uk, 2025)** and Devon County Council. Key points include:

"A Blue Badge allows people with disabilities or health conditions to park closer to shops, services and their home. It can help with mobility, fatigue, or pain—whether you're a driver or passenger".

"The badge is for you only. It can only be used when you are the driver or a passenger. It cannot be used by other people doing something for you, for example, shopping or collecting prescriptions. Your badge must not be used for parking whilst they do tasks on your behalf".

In exceptional circumstances, the Headteacher may authorise temporary use of a disabled bay (for example, where a pupil has a short-term injury such as a fracture or requires crutches). This must be agreed in advance.



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The school reserves the right to close the car park or restrict access at any time, where necessary.

Use of the car park is monitored by CCTV. All users are expected to behave courteously and use the facility safely at all times.