



Leavening Community Primary School

Traffic Management plan

Date:	11 th February 2025
Review Date:	February 2026

Contact information
Email: admin@leavening.n-yorks.sch.uk
Telephone: 01653 658313
Address: Back Lane, Leavening, YO17 9SW

1. Introduction

This document has been prepared by Leavening Primary School to inform employees, pupils, parents, carers and visitors about the site rules concerning pedestrian and vehicle management.

Leavening Community Primary school takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, these should be reported to the School Office.

Copies of this document are available to all stake holders on our school website and will be issued to contracted taxi companies via North Yorkshire Transport Team of the equivalent Local Authority.

For further information, please contact Leavening Community Primary School via 01653 658313 or email admin@leavening.n-yorks.sch.uk

2. Opening Times

The school is open from 7.30am until 17:45pm Monday to Friday for all pupils requiring wrap around care. The school day operates from 08:45am until 15:15pm.

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3. School Access and Location



The school accepts no responsibility for the loss or damage to vehicles parked on school grounds.

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4. Taxi dispatch and collection of pupils

Dispatch of pupils

Taxi to arrive for the start of the school day, 08:45am, unless a child is requiring breakfast provision, then the taxi may arrive from 08:00am, from Malton Road onto Back Lane maintaining a speed of 30mph or less driving through to the front of the school main entrance. Taxis are not to drop off before 8.35am as the playground will not be supervised until this time. The taxi drivers will park and chaperone the children across the road into the playground. Pupils are not to leave the taxi or enter the playground with the taxi driver until a member of staff indicates they are ready to receive the pupils into school.

If arriving after 08:45am, please present the pupil to a member of the School Office staff.

Collecting pupils

If collecting a pupil during the school day, before 15:30pm, the taxi should park in the front of the school's main entrance. The taxi driver/escort should ring the buzzer and report to the school's main office who will facilitate the handover of the pupil.

If collecting a pupil at the end of the school day, 15:15pm, the Taxi driver should park at the school's main entrance and either school staff will walk the pupils to the taxi or the taxi driver will collect the children from the playground under the normal home time arrangements.

If collecting a pupil from 3:30pm – 17:00pm, the taxi should park outside the main entrance of the school and ring the buzzer for a member of school staff to facilitate the handover.

If there is a change in taxi driver, company or timing to their collection, the original taxi company is to contact school to inform of the changes 24 hours prior to the changes taking place.

5. Parent/carer dispatch and collection of pupils

Dispatch of pupil

Parents/carers to park in the village, around the corner from the school and accompany their child over the road on to the main school site into the playground. Staff will then receive your child from 08:35am onwards, or from 07.30am at the breakfast club entrance if requiring breakfast provision.

Cars **should not park** on Back Lane. This is a designated space for the school transport.

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Collection of pupil

Parents/carers to park in the village and collect their child/ren from the main school playground.

6. Staff

Parking is available for staff in the school car park. If there are no spaces, there is parking in the main village or the Jolly Farmers car park.

7. Pedestrians

When walking up Back Lane, near or through the car park, pedestrians must exercise caution to ensure their safety and be mindful of vehicles arriving/leaving. When crossing the road, pedestrians must take care checking the road is clear and following the highway code when walking to and from the village to the main school site.

8. Disabled Access

Within the school car park, there is no designated disabled parking bay for staff or visitors. If staff or visitors require this facility please contact the school office who can arrange designated parking for you. The bay is to be used by blue badge holders for disabled parking. If you require assistance to the school, please call the school office on 01653 658313 or via email: admin@leavening.n-yorks.sch.uk. Leavening Primary will try and accommodate the needs of all visitors.

9. Deliveries

Large deliveries, lunch deliveries and all other deliveries are to park in front of the main school site entrance and ring for the attention of the office where a staff member will greet them at the main entrance.

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