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RUNNYMEDE COLLEGE

Delight, Ornament, Ability

Parking Policy

26/01/2026

PURPOSE

To establish a procedure to regulate and ensure the safety of students, traffic flow, and the orderly use of school parking spaces, avoiding risks during critical school arrival and departure times, as well as ensuring access to the premises for authorised persons, visitors, vehicles, suppliers, and couriers, guaranteeing safety and adequate control of traffic within the school premises.

SCOPE

This procedure applies to all teaching and non-teaching staff, family members and authorised carers, visitors, suppliers, and school bus drivers.

RESPONSIBILITIES

- **Security and Access Control:** Verify the identity of individuals and vehicles, allowing access only to authorised persons.
- **Administration:** Manage the access and authorisation database.
- **Employees, Visitors, Suppliers and Couriers:** Comply with access regulations and use of control systems.

PROCEDURE

Parking spaces

The school has two car parks for daily use.

Indoor car park:

For use by teaching and non-teaching staff of the school; it has a total of 50 spaces:

- 43 spaces for normal use.
- 2 spaces for people with reduced mobility.
- 5 spaces for electric vehicles.

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Standard parking spaces

- There are several parking spaces, including some for electric vehicles, assigned to specific individuals. Their use by third parties without the express consent of the assigned individuals is prohibited.
- The remaining spaces are for voluntary use and will be occupied on a first-come, first-served basis.
- Reservations are not permitted, except in specific, duly justified cases.
- Access to the indoor car park is via number plate recognition.
- In the event of non-compliance by staff, penalties or access restrictions may be applied.

Parking spaces for people with reduced mobility

- The use of parking spaces for people with reduced mobility is strictly prohibited for any person or member of the school's teaching or non-teaching staff who does not have accredited status.
- Parking spaces will be reserved primarily for family members who can prove the need to use them to drop off and/or pick up their children at the start of the school day or, failing that, for sick or injured students.
- As far as possible, interested family members must request the corresponding authorisation from the Administration Department, providing the necessary documentation to justify such a need.
- Authorisation for the use of these spaces will be issued by the Administration Department, subject to approval by the Nursing Service, where appropriate.
- Once authorisation has been granted, the Administration Department will formally communicate the list of authorised family members to the Security staff, in order to allow and control access to and use of the assigned spaces.

In any case, in order for the use of these spaces by family members to be in accordance with the regulations, the Administration Department, with the approval of the Nursing Department, will authorise and inform Security personnel of the consent for the use of these parking spaces (PMR). Additionally, if necessary, they will be provided with an identification card allowing use of the lift.

Outdoor parking

This can be used by suppliers, visitors and students' family members. Use by school staff is generally restricted. There are approximately 28-30 spaces available, provided that vehicles are parked in parallel (12 spaces on the right-hand ramp, 8 spaces on the left-hand ramp and approximately 8-10 additional spaces between the two school entrance gates) .

As a general rule:

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- The outdoor car park may only be used outside restricted hours.
- Vertical and horizontal signage and warnings from security and/or school staff must be respected at all times.
- The maximum speed allowed within the premises is 10 km/h.
- It is forbidden to leave a vehicle with the engine running without a driver.
- Parking is not permitted in passageways, ramps, emergency accesses or reserved spaces.
- On special event days, access to the car park will be restricted to family members and pupils.
- Exceptions to these days, except for suppliers, will only be authorised by management.
- As a general rule, during extracurricular sports activities at weekends, access will only be allowed to the outdoor car park until it is full. At weekends, if a vehicle with reduced mobility needs to use the spaces designated for this purpose, the administration department must be notified in advance of the planned date of use.

Access to the school

The school's opening hours are:

For suppliers and staff: from 7:00 a.m.

Due to school bus manoeuvres, access and departure, parking in the school's external car park is strictly prohibited during the following times:

- **School arrival:**
 From 8:00 to 8:50 a.m.
- **School departure:**
 From 3:50 to 4:30 p.m.

The usual bus schedule is:

- Mornings: 8:00-8:50
- Afternoons: 15:15-16:10

There is also an additional bus schedule:

- Staff Bus: 16:30/17:10 (Thursdays)
- Late bus: 17:30
- Extracurricular activities: 17:25-17:40

In the afternoon, access to the buses will not be permitted until 15:15.

In the mornings, as the buses do not need to park, the outdoor car park may only be used by accredited suppliers, as well as pre-arranged visitors and/or family members.

During the departure time of the routes, and at least 30 minutes in advance (3:00 p.m.), the outdoor car park must be completely free so that the buses can carry out the necessary manoeuvres to organise the collection of the students.

Outside bus hours, the outdoor car park may be used by accredited suppliers, visitors and students' family members, who should park in parallel to maximise the number of available spaces and allow vehicles to circulate freely.

- Accredited family members/drivers are authorised to access the outdoor car park between **9:30 a.m. and 3:00 p.m.** and from **5:00 p.m.** onwards if they do not have a scheduled visit. As this car park is intended for picking up sick and/or injured students, the maximum stay will be 15-20 minutes.
- Access to the outdoor car park is authorised for all pre-scheduled visits between **9:30 a.m. and 3:00 p.m.** and from **5:00 p.m.** onwards. As a general rule, visits must be communicated well in advance to the administration department, which is responsible for visitor control, providing identification and the reason for the visit. This department will liaise with security managers to ensure safe access for visitors.
- Those responsible for access control will check at reception that the information provided matches that of the visitor.
- Security personnel will supervise vehicle access.
- Visitors will be given a temporary pass with restricted access according to the authorisation granted.
- In the case of unregistered visitors, security must contact the administration staff, who will authorise access.

Action in case of emergency

In the event of any emergency situation in the centre's car park (fire, accident, collision, gas leak, flooding or any other situation that compromises safety), the incident must be reported immediately to security personnel, who will activate the Emergency Protocol, restrict access, take the necessary measures to protect people, coordinate the evacuation if necessary in accordance with the centre's Self-Protection Plan, and notify external emergency services when appropriate.

Parking may not resume until the risks have been verified as eliminated and authorisation has been given by the centre's management.

Once the protocol has been activated, the following measures shall be taken immediately:

- Interruption of vehicle and pedestrian access to the car park.
- Signalling and marking of the affected area.
- Absolute priority will be given to the protection of people over material goods.
- Facilitation of the orderly evacuation of people present in the car park, if necessary.
- Evacuation of the car park will be carried out following **the established evacuation routes**, under the coordination of security personnel and in accordance with the centre's Self-Protection Plan.
- In the event of the presence of people with reduced mobility, **specific assistance** will be provided in accordance with internal procedures.

Parking may not resume until the elimination of risks has been verified and authorisation has been obtained from the centre's management.

MEASURES

During busy periods, specific times may be set aside for receiving deliveries.

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Delivery drivers and suppliers will not be permitted to enter without proper identification.

All suppliers must accept and sign the general terms and conditions document.

REGISTRATION AND MONITORING

All accesses will be recorded in a control system for monitoring and auditing purposes.

Regular checks will be carried out to detect irregularities and optimise the parking system.

REVIEW AND UPDATE

This procedure will be reviewed and updated periodically to ensure its effectiveness and alignment with the security policies of the building, car park, and delivery bay.