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1. Introduction

This document has been prepared to inform and instruct staff, students, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Canon Barnett Primary School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care and exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school reception, reception is to then liaise with the SLT and/or premises manager.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

This report is made available on the school website.

The document will be reviewed annually and awareness will be raised regularly through parental events & communications, assemblies and school meetings, with the monitoring forms.

For further information, please contact: The headteacher head@canonbarnett.org.uk

2 Environment

Canon Barnett Primary School is situated between Gunthorpe Street Commercial Street in Tower Hamlets. The two access points to the school are either from Commercial Street - an arterial road to north London or Gunthorpe Street - a one carriageway lane which is only accessible from the north end. Gunthorpe Street does not have an available pavement all the way to the end and it is necessary to work on the road for some of the journey.

Gunthorpe Street is the main access point to the school and also the industrial units opposite the school site and the flats next door. Next to the Commercial Street entrance is a car park entrance.

3. Pedestrians

Pedestrians should enter the site either via the Gunthorpe Street entrance or Commercial Street. The Commercial Street entrance is only open at the beginning and end of the school day for parents and children who attend the school. The gate is locked using a magnetic lock at other times. The entrance to the school is immediately off the pavement alongside Commercial Street, a main arterial road connecting North and East London from The City. Pedestrians should take care that they are aware of the traffic as they enter/leave the school especially with small children. If turning left out of the school gates, pedestrians should be aware and cautious of the car park entrance and cars entering or exiting the car park.

The Gunthorpe Street entrance is accessible down Gunthorpe Street. From the North pedestrians can use a narrow pavement to the school gate which is open for parents and children to collect and drop-off their children. If coming from the south, it will be necessary to walk on the road for some of the journey. There are few cars along this part of the road as it is not open to traffic but traffic still uses this part of the road for access to offices and residential buildings. Pedestrians should be vigilant as they walk along, young children

should hold their parents hands and pedestrians should talk on the narrow pavement as soon as possible.

Visitors to the school should use Gunthorpe Street. They should come to the reception entrance gate (middle gate between the car park gate and the school playground entrance).

4. Students and parents

It is very important that families set a good example to others, particularly in the spirit of being a safe school. Parents should be aware of the dangers of entering the school at either entrance and ensure they are holding their children's hands or walking close to them.

Under no circumstances should children enter the school car park unless accessing their parents (who are employees of the school) vehicles. Children whose families drive to school should park at the north end of Gunthorpe Street and walk down. If families do drive to the entrance of the school, they must ensure they are a car length from the exit gates to allow families to come onto the road when the footpath is no longer available to them. Families are encouraged to walk to school.

When using the footpaths all students must walk. This will avoid accidents and will make them more aware of their surroundings. Students cycling or using scooters to come to school should ideally enter the school via Gunthorpe Street and put their bikes in the bike shed. Any children who enter via the Commercial Street entrance should dismount from the scooter or bike and push it through to the bike shed at the Gunthorpe Street entrance.

5 Staff

We have 1 staff car park with approximately 8 spaces. This is accessed through gates at the Gunthorpe Street entrance. Gates should be opened and shut by the driver as cars enter and exit.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unacceptable use of parking bays, this should be reported via the school receptionist or to the school's Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

6 Visitors

Visitors can access the school via a number of public transport options. The nearest underground station is Aldgate East. Visitors should report to the main reception by walking along Gunthorpe Street - taking care along any areas that do not have pavement. Visitors who intend to drive to the school should request a parking space if needed when visiting the school as the car park is often busy. Drivers should take extra care to look out for pedestrians along this narrow street. Drivers should open and close the car park gates and ensure they are shut when leaving the car park. Access into the school is only permitted from the office entrance on Gunthorpe Street. Visitors are required to sign in and leave a note of their registration number with staff. On departure, visitors should sign out at the school office and leave the building by the main entrance door. Drivers should ensure that the car park gates are closed behind them. If visitors need any advice on access or parking before their visit, please call the school reception on 0207 247 9023.

7 Servicing / Deliveries

The school actively discourages deliveries between 08.00-09.00hrs. Access to site must be via Gunthorpe Street to the school office. Drivers should proceed slowly down Gunthorpe Street taking extra care to look out for pedestrians on this narrow street.

8 Public Transport

Our school is accessible via a number of buses. Our nearest underground station is Aldgate East. Taxi Drivers should proceed slowly down Gunthorpe Street and report to the school office. They are expected to park responsibly and the only access of the school building must be through main reception following the same safeguarding procedures as all other visitors.

9 Disabled Access

There is a small step up to the school entrance from Commercial Street. Gunthorpe Street is cobbled and the south entrance has restricted use of pavement. The school recommends accessing the building from the north of Gunthorpe Street where a pavement is available. If parking was needed, the school office will arrange a suitable space to ensure good access. If visitors, staff or students require information on access or any other considerations, they should contact the school office in the first instance on 0207 247 9023.

10 Supervision

All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others. The SLT team will arrange for supervision at gates during entrance and exit times for school to ensure that children and parents are approaching and exiting the school safely. A staff member (usually SLT) will stand next to the Commercial Street gate. Staff member to stand in the road at the Gunthorpe Street entrance so they can see both ends of the road and any oncoming traffic. **NB: During Covid and the staggered start and finish times, staff member must stand between the playground gate and gate exiting onto Gunthorpe Street to avoid parents entering the playground at an incorrect time.** Staff should remain vigilant for any children leaving the school grounds without a parent and challenge and stop any unaccompanied children. Year 6 children may leave the site alone if they have written permission from their parents. Children should be deemed sensible enough to work home taking account of their understanding of road safety. Any child who is deemed to be being unsafe near roads and seen by a member of the school community will have their parent called and the future of them walking home along will be discussed.