

St Patrick's Academy, Dungannon



Driving to School Policy

'Achieving Excellence Together'

June 2025

Rationale

We at St Patrick's Academy, have a primary responsibility for the care, welfare and safety of our staff, pupils and visitors. We are conscious of the growing number of pupils who wish to drive to school and while this can afford them a degree of convenience and independence, we have to ensure the highest possible level of safety on the campus and that there are sufficient parking spaces for all staff and visitors.

Given the limited parking facilities on the campus and the considerable congestion in the Killymeal Road area we would like to emphasise that we do not encourage our pupils to drive to school. Bus transport is our preferred method of travel to/from school for all pupils who live a significant distance from St Patrick's Academy. We aim to promote healthy lifestyles and environmental responsibility and these are best facilitated by walking to school or using public transport. Many of our students are entitled to free bus transport and we encourage them to avail of that service. Those closer to the school can use local town service buses.

The school must prioritise parking spaces for staff and visitors to the school. All parking spaces are numbered and assigned to particular users. There are short-term visitors' parking spaces beside the main entrance doors to the school. During the school day, parents may wish to use these for picking up a pupil for an appointment. Longer-term parking is available in the visitors' spaces located to the right when driving through the main entrance gate to the school. These spaces are used by visitors who are in school for meetings or other business that may take more than an hour.

There are disabled parking bays at the front of the school and these are strictly for blue badge holders.

Pupils and visitors should note that even if a designated space appears to be vacant, a member of staff may be out at a meeting or may start at a different time during the day, and therefore they must not park in any of these areas.

The school has provided approximately 80 spaces for use by our senior pupils in the Car Park 2. An application form for a Sixth Form Parking Permit is contained within Appendix 1. These numbered spaces are allocated on a first come first served basis and users are required to adhere to school policy regarding on-site parking and driving.

Please note that the school cannot accept liability for vehicles or property whilst parked on the school's premises.

If pupils have not been allocated a space on site, then they should not drive to school.

Allocation of a Car Park Space

The pupil and parent/carers must complete an application for the academic year 2025-2026 (see Appendix 1) and provide the relevant documentation. Pupils will need to:

- Complete the application form which can be obtained from Mr L Mc Cauley;
- Provide evidence of a full driving licence;
- Provide evidence of valid insurance that identifies the pupil named as a permitted driver (including confirmation that insurance covers driving to/from school);
- Ensure that they have £20 on their Catering purse to pay the non-refundable fee.

Once all administrative procedures have been completed all documents will be returned and, providing there are enough spaces available, an allocated parking space number will be provided to the pupil when the £20 non-refundable payment is paid.

Pupils must park in their allocated space and display the appropriate parking permit on their car whilst on school premises. Pupils' cars must remain in the allocated space throughout the course of the school day unless they have been given permission from the Principal, appropriate Vice-Principal or Head of Year. A pupil can only leave school with the permission of a parent/carer to drive to an urgent medical appointment – this must be stated on their 'signing out' note. The school may contact the parent/carer to clarify this arrangement.

The school cannot guarantee that a space will be provided for every applicant.

Road Safety

Pupils allocated a car parking space should remember that they are inexperienced drivers entering a pedestrian area and therefore must abide by the 15 miles per hour speed limit on the campus and the timings as set out in the permit.

Breaches of policy

Breaches of traffic regulations on the campus by pupils (for example, speeding, parking in a space that is not allocated to them or bringing the school into disrepute by nuisance driving or nuisance parking, i.e. inconveniencing local residents, schools or businesses), could result in an appropriate sanction.

Pupils who engage in dangerous driving endangering the health and safety of self and/or others, nuisance parking or bringing the school into disrepute because of the way they use or park their car will be sanctioned accordingly.

Please note, pupils are only permitted to drive siblings (provided their insurance certificate allows for this), and no other pupils, to and from school.

Reviewed: June 2025

To be reviewed: June 2026

Appendix 1

APPLICATION FOR A SIXTH FORM PARKING PERMIT ACADEMIC YEAR 2025-2026

I, _____ wish to avail of a parking space within the school grounds. I have read the procedures and regulations as outlined and acknowledge that any infringement of these will result in school sanctions being imposed and at the discretion of the Year Head, will lead to the removal of this privilege. I agree to the payment of **£20** (non-refundable) for the academic year 2025-26 and agree to this being taken from my Catering purse on sQuid.

Name of Pupil :		Form class:	
Vehicle Make :		Vehicle Colour:	
Vehicle Reg.		Vehicle Model:	
Car Insurance Company:		Expiry Date:	
Signed :		Date :	

Please note, pupils are only permitted to drive siblings to and from school (subject to insurance policy)

Name of siblings:		Form class :	
Signed :		Date :	

Please Note – St Patrick’s Academy accepts no responsibility for loss or damage to car and contents.

Parental/Carer Consent

I confirm that _____ has permission to drive to/from school and this is confirmed on the insurance certificate presented. I have read and agree to the conditions as set out in this document.

.....
Parent/Carer Signature (- please print and sign)

Pupil Consent

I acknowledge that I have read School Rules on Driving to School and I agree to follow School Rules regarding driving a motor vehicle to school.

Pupil Signature: _____ Date: _____

For official use:

Insurance document checked

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Driving to School Rules:

- Pupils must provide evidence of a full driving licence and valid insurance certificate (which identifies the pupil as a permitted driver, provide confirmation that insurance covers driving to/from school) and pay a £20 non-refundable fee;
- Pupils must inform the school (School Business Manager) of any change of vehicle and/or insurance immediately;
- Pupils must be in school and parked prior to **8.45am** and remain until **3.45pm**; **Car Park 2 will be locked between these times;**
- If a pupil arrives late i.e. after 8.50am on three occasions without a valid reason in writing from a parent/carer it will result in an afterschool detention;
- Pupils must display their parking permit on their car whilst on school premises;
- Pupils must abide by the normal arrangements in relation to appointments during the school day, **i.e pupils may only drive themselves to appointments during the school day with written parental consent (please see school attendance and punctuality policies);**
- If a pupil attends classes at SWC, RSD or SPC they must walk to their classes, as parking is also limited on these sites;
- Pupils must take their schoolbooks, files and bags from the car in the morning as they will not be permitted to visit their car during the course of the school day (including break and lunch times);
- Pupils are only permitted to transport siblings to school. Failure to adhere to this rule will result in an appropriate sanction being applied;
- Pupils must adhere to all speed limits around the campus at all times taking particular account of weather conditions, particularly icy/snowy conditions;
- When leaving the car park at 3.45pm students must follow the instructions given by the teacher on duty.
- If there are repeated non-adherences to the Driving to School Rules by a pupil, this may result in a suspension and the privilege of parking in Car Park 2 removed;