



TRAFFIC	MANAGEMENT PLAN
Date ratified: February 2026	
Period: February 2026 to February 2027	
Headteacher Signature:	Lynsay Falkingham
Chair of Governors Signature:	Briony Alder
Review Annually Date: February 2027	

## 1. INTRODUCTION

This document has been prepared to inform employees, pupils, parents and carers, and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management.

Lanterns Nursery 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, they should be reported to the Headteacher or School Business Manager.

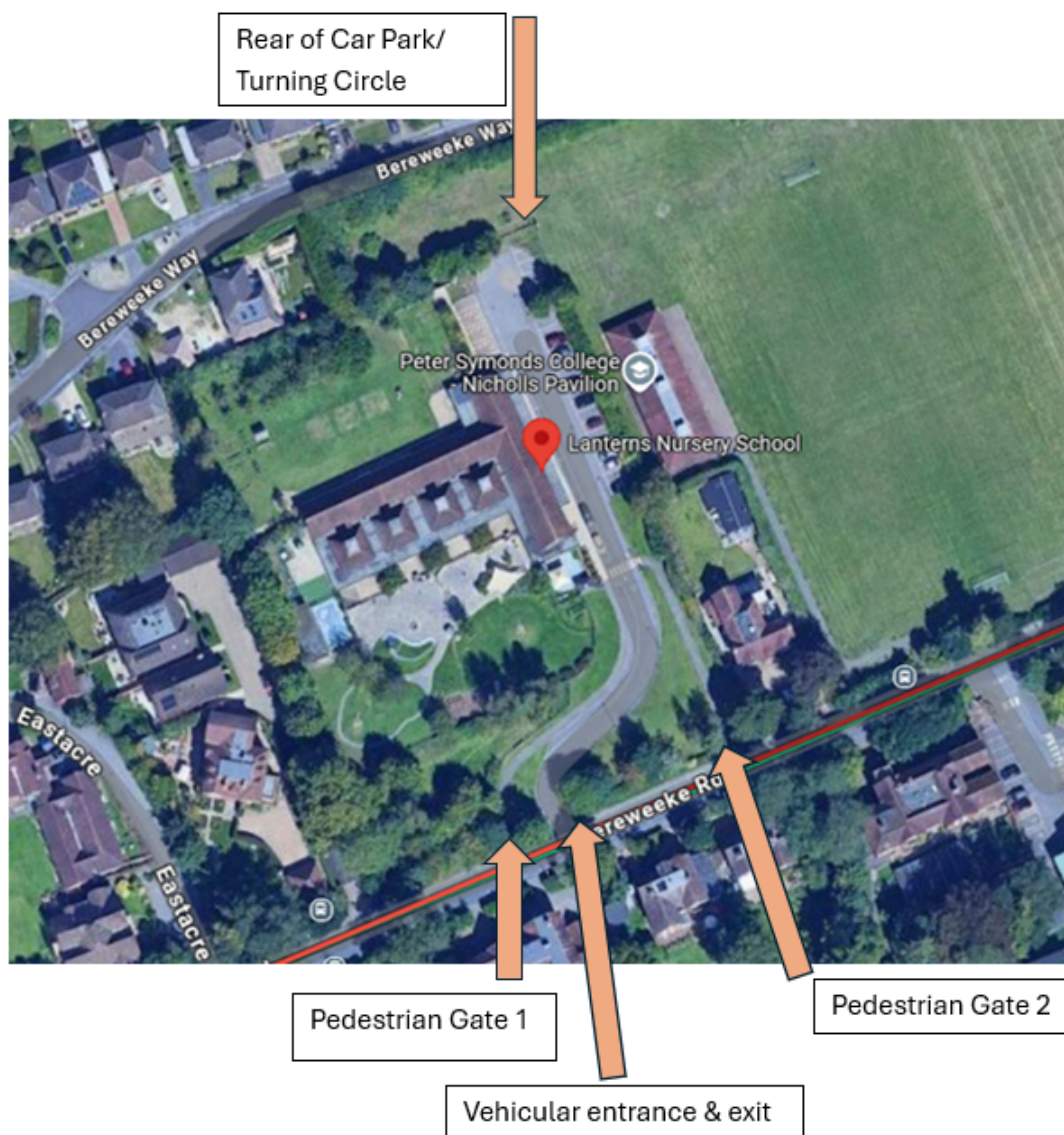
We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff in breach of the site rules may be subject to disciplinary action. Copies of this document are available to school staff, pupils, parents and carer and on our school website at <https://www.lanterns.hants.sch.uk/policies-and-procedures/>

The document will be reviewed annually and awareness raised regularly through parental events, school communications and school meetings.

This Traffic Management Plan sits alongside the school's Health & Safety Policy and relevant risk assessments.

For further information, please contact Lanterns Nursery School, tel.: 01962 860393 or via email: [adminoffice@lanterns.hants.sch.uk](mailto:adminoffice@lanterns.hants.sch.uk)

## 2. SCHOOL LAYOUT / ACCESS



### 3. ENVIRONMENT

Lanterns Nursery School is located on Bereweeke Road, Winchester. The surrounding area is predominantly residential. Peter Symonds College, the largest sixth-form college in England with approximately 4,500 students, is located around 50 metres further along Bereweeke Road.

Bereweeke Road is also a main pedestrian route to other local primary and secondary schools, which means at peak times of the day 8-9am and 3-4pm the road can become congested with both pedestrians and vehicles.

### 4. TIMES OF DAY

The following table details the key drop off and collection times at Lanterns Nursery School. These times result in peak pedestrian and vehicle movement.

	<b>Times</b>
Breakfast Club & Caterpillars Opens	7:30am
Morning Drop Off	8:45am - 9:15am
Morning Session Finishes	11:45am
Pick Up 1	2pm
Pick Up 2	2:45pm
Pick Up 3	3:45pm
Home From Home Club & Caterpillars	3:45pm - 6pm (5pm Fridays) *Caterpillars closes at 5:30pm each day

### 5. PEDESTRIANS

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Families walking in groups should take this into account and allow others to pass safely.

Children must be closely supervised when moving through the car park or near vehicle areas.

Pedestrians should only access the school from the designated entry points.

Pedestrians need to recognise that pedestrian routes are adjacent to vehicle routes that will be in use during peak times and should exercise caution.

Pedestrians should follow the footpaths and enter the school site using either gate 1 or gate 2. Pedestrians should then follow the footpath up through the school site (using the pedestrian crossing if entering from gate 2) until they reach the main school entrance.

When entering the school grounds pedestrians should walk. Scooters and bicycles must not be ridden on school grounds. Children and adults must dismount before entering either pedestrian gate. This will avoid accidents and will make everyone more aware of what is happening around us. Cycles and scooters should be left in the pupil and staff racks provided.

## 6. PARENTS AND CARERS

Parents and Carers are permitted to bring their vehicles into the School Car Park. The vehicular entrance and exit to the car park is on Bereweke Road. Drivers should proceed slowly within the car park areas at all times. The car park operates a 5mph maximum speed limit. Please bear in mind that some pedestrians may have little awareness of road safety. Drivers must give way to pedestrians at the pedestrian crossing.

All vehicles must be parked within a designated parking bay. Engines should be turned off when stationary. Parents/carers must not leave vehicles idling unnecessarily.

## 7. STAFF

There is parking for staff in the school car park. This is accessed via the vehicular entrance on Berewecke Road. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pedestrians may have little awareness of road safety. Drivers must give way to pedestrians at the pedestrian crossing.

Staff are expected to act responsibly on the site when parking and accessing the school building. Staff must park only in designated staff spaces and must not use disabled bays unless entitled to do so.

## 8. VISITORS

There is parking for school visitors in the school car park.

Access into the school is only permitted from the main reception. All visitors must report to reception and sign in before going anywhere in the school. The office staff will share safeguarding and fire procedures with all visitors. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please contact the school office, Tel.: 01962 860393 or via email:

[adminoffice@lanterns.hants.sch.uk](mailto:adminoffice@lanterns.hants.sch.uk)

Drivers of service vehicles (If they have not been on the site before or obtained instruction in advance) should report to the main reception desk at the main entrance to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time. Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01962 860393 in advance to agree the most suitable parking location.

## 9. COACHES

Access for coaches is possible, please call the school reception on 01962 860393 in advance to agree the most suitable turning / parking

location. Due to the compact nature of the site, coach manoeuvring may require support from staff.

## 10. DISABLED ACCESS

Pedestrian access is via the main entrance. There are three disabled parking bays at the end of the car park on the left hand side, all three spaces offer level access to the main entrance. Disabled bays must only be used by vehicles displaying a valid Blue Badge or by staff/visitors with prior agreement due to accessibility needs.

If visitors or staff require more information on access, they should contact the school office, Tel.: 01962 860393 or via email: [adminoffice@lanterns.hants.sch.uk](mailto:adminoffice@lanterns.hants.sch.uk)

## 11. OUTSIDE THE SCHOOL GROUND

Parking inconsiderately—such as mounting pavements, double parking, stopping on yellow lines or zigzags, obstructing driveways, or parking close to junctions—creates significant risks for pedestrians and other road users.

Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the road can become congested which results in frustration and delays. We ask all families and visitors to park safely and respectfully within our local community.

## 12. MANAGEMENT

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others.

There is regular supervision at the beginning and end of the school day by the Headteacher and school office team.

In addition to the supervision arrangements in place, the Headteacher and School Business Manager will carry out site inspections to view

practices. Where issues arise with vehicular access these will be dealt with or escalated. The Headteacher and School Business Manager will be responsible for addressing the conduct of all where this is not consistent with the requirements of this plan.

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible disciplinary action and reports going to the Governing Body, which may result in investigative action.

Any safeguarding concerns arising from unsafe vehicle or pedestrian behaviour will also be addressed in line with school safeguarding procedures.

### 13. EVENTS AT SCHOOL

The school will ensure there are appropriate personnel on duty for large events. They will be wearing Hi-vis vests so they can be seen and recognised as staff. When events take place in the evenings the front of school and all car parks will be lit. All pedestrian walkways will be signed and lit and must be used at all times.