



Wykeham CofE Primary School

Site Traffic Management Plan





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Introduction:

This document has been prepared to inform all pedestrians, cyclists, vehicular drivers who enter the school site about the site rules concerning pedestrian and vehicle separation, including the likes of delivery drivers and contractors attending on scheduled business to the Academy.

Wykeham CofE Primary School maintains the highest regard for safeguarding and the Health & Safety of all site users. It is therefore imperative that individuals take great care and exercise caution when entering and whilst on the Academy grounds or within the vicinity of the grounds. They follow instructions put in place to minimise and where possible avoid risk of injury. If there are any concerns about traffic safety, they should be reported in the first instance to the responsible person (Headteacher), who will if required escalate the issue to the Trust Head of Estates.

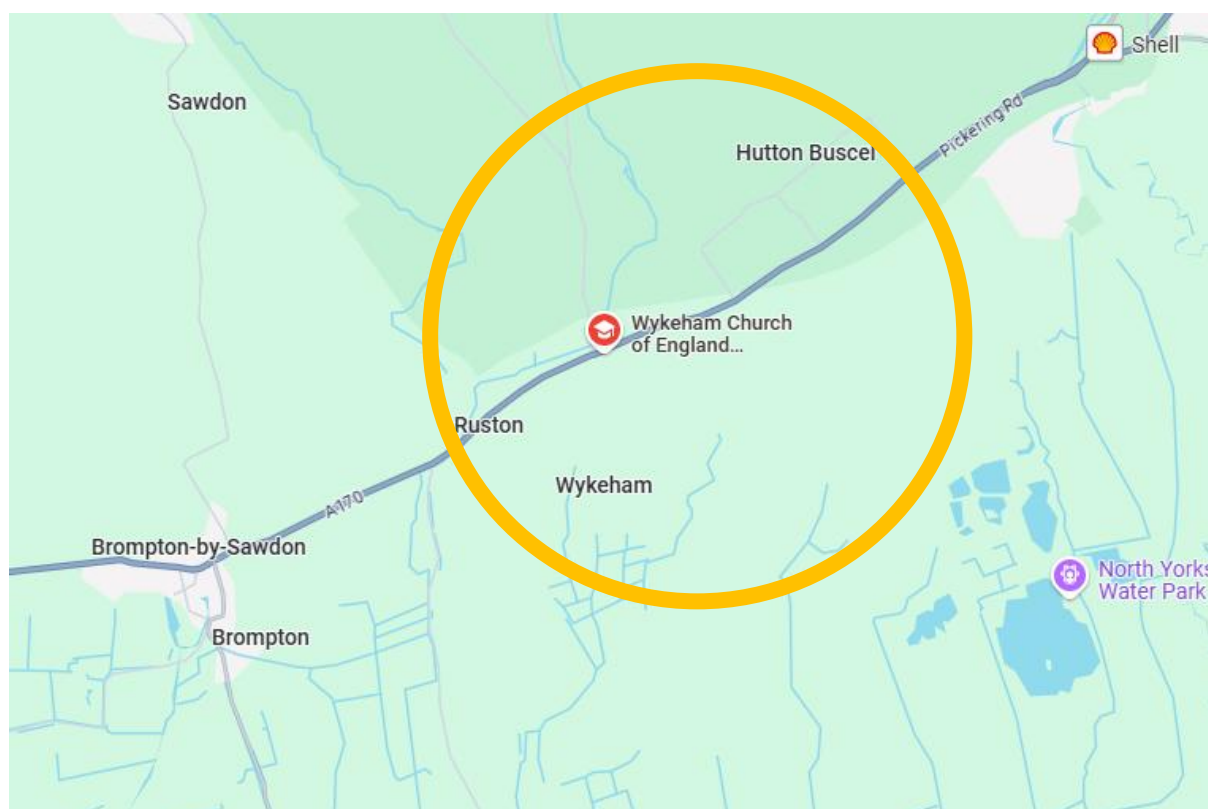
The instructions constitute site rules, so all site users are encouraged to read this document carefully and act in accordance with its content. Should any breaches of the site rules occur the responsible person may take suitable action to ensure the continued Safeguarding and Health & Safety.

Copies of this document will be placed on the [school website](#) and can also be obtained from the school office on request. This document will be reviewed annually, should an incident occur, or the responsible person alters, and awareness is raised through the Academy communication routes.

For further and additional information please contact the Headteacher in the first instance followed by The Trust Head of Estates, t.bland@elevatemat.org



School Layout / Access:



Wykeham Church of England Primary School is located on main road, in the small rural village of Wykeham, near Scarborough, North Yorkshire. The school is situated approximately 7 miles west of Scarborough town centre, along the A170, a key local road that connects Thirsk and Scarborough.

The village of Wykeham lies on the southern edge of the North York Moors National Park, offering a scenic and tranquil rural environment. The immediate area surrounding the school is primarily residential and agricultural, with a low volume of through-traffic. Main Road, where the school is located, is a two-way carriageway but relatively narrow in places, with limited pedestrian footways and no dedicated cycle lanes.

- **A local bus stop** on the A170 providing occasional public transport links to Scarborough and Pickering.
- **Nearby villages** such as East Ayton, Snainton, and Brompton contribute to school traffic during pick-up/drop-off times.

Access to the school is typically by private car, school transport, or on foot from nearby homes. There is limited on-site parking, and no formal drop-off zone, which can lead to congestion and safety concerns during peak times.



Pedestrian Access (to the Academy):

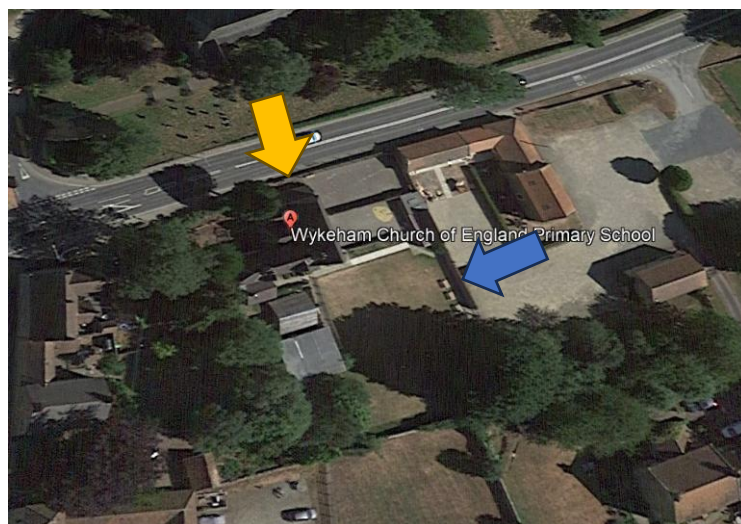
Pedestrian access to Wykeham Church of England Primary School is primarily from main road, which runs directly past the school's entrance. There is a pavement on one side of the road leading to the school, though it is relatively narrow and not continuous in all directions. There is a second entrance at the rear of the school accessed through the Bolli's Tea Rooms car park or through the Business Park, which is accessible from Wykeham Lane (rear gate shown in the photo below).

Due to the rural setting of the village, pedestrian infrastructure is limited, with no formal pedestrian crossings or traffic calming measures currently in place near the school entrance.

Many pupils who live within the village walk to school, and access is generally considered safe during quieter parts of the day. However, during morning drop-off and afternoon pick-up times, the increased volume of cars and lack of designated pedestrian zones pose a risk to safety, particularly for younger children.

Designated Pedestrian Entry Points:

As indicated on the plan below. Entrance on Main Street marked with yellow arrow, entrance at the back of school marked by a blue arrow.





Children's Access:

Access for children attending Wykeham Church of England Primary School is primarily on foot or by car, with a small number arriving via school transport from surrounding villages. The school serves a rural catchment, with some pupils living within walking distance in the village of Wykeham, while others travel from neighbouring communities such as East Ayton, Brompton, and Snainton.

On-Foot Access

Children walking to school typically use Wykeham Lane and cut through to school via the Business Park car park. There is a short pavement in the lower level of the car park and thereafter pedestrians - including young children - must walk up a slope and through a second car park which leads to a short footpath which takes them to the school gate (as indicated on the plans on page 7). Therefore, children must exercise caution when walking through the Business Park, especially during busy times when visibility may be limited due to parked vehicles.

Alternatively, some children walking to school may use Main Road. There is a narrow pavement on one side of the road, but in some areas it is incomplete or inconsistent, meaning pedestrians—including young children—may need to walk close to or briefly along the roadside. There are no dedicated pedestrian crossings, and no lollipop patrol currently in place. Children must exercise caution when approaching the school gate, especially during busy times when visibility may be limited due to parked vehicles.

Car Access

A significant proportion of children are dropped off and picked up by car. There is no formal drop-off bay or on-site parking for parents, but an unofficial understanding that the car park between Bolli's Tea Room and Solange Bakery can be used for such purposes or the higher level of the Business Park car park. This can create congestion and obstruct pedestrian movement, especially for families with pushchairs or small children.

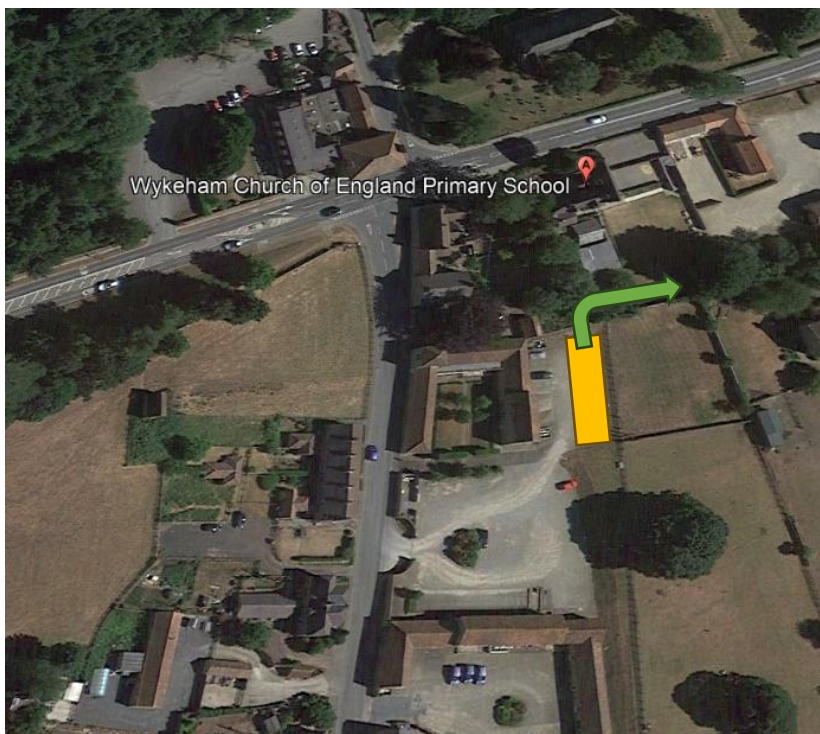


Staff Access:

School staff access Wykeham CofE Primary School primarily by car. As there is no dedicated on-site parking, staff park in the public car park located off Wykeham Lane and indicated by in yellow on the plan below, which is within a short walking distance of the school via a path to the school pedestrian gate.

By mutual agreement with the car park operator school staff are permitted to park free of charge, although the facility remains a public-use car park. This arrangement ensures staff parking does not contribute to congestion on Main Road or in the parking area between Bolli's Tea Rooms and Solange Bakery.

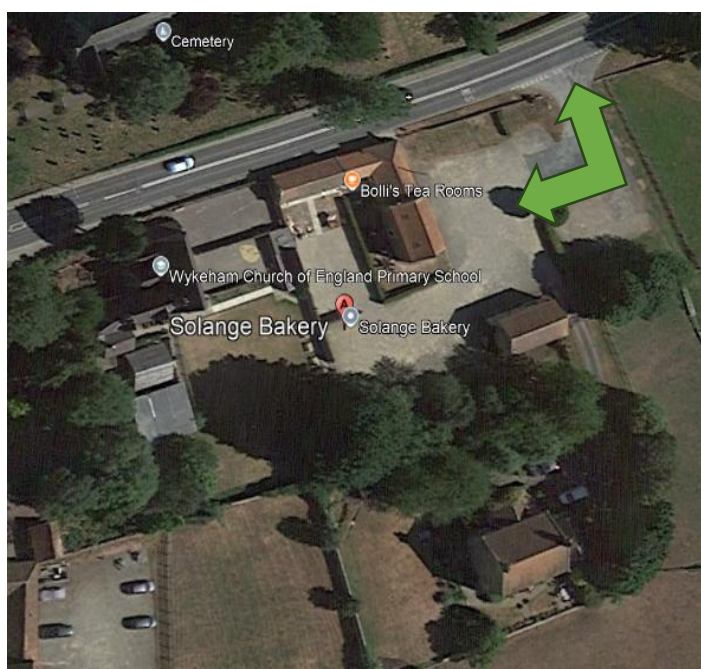
Staff access the school via the pedestrian route from the car park to the rear of school as indicated by the green arrow on the map below.





Visitors Access:

Visitors to Wykeham CofE Primary School are welcome to use the designated parking spaces located between Bolli's Tea Rooms and Solange Bakery, clearly signposted off the A170. Access to the school is strictly controlled and is only permitted via the gate leading from the parking area. Upon arrival, visitors must ring the bell on the gate to alert school staff. A member of staff will then meet the visitor, unlock the gate, and escort them into the school building. All visitors are required to sign in at the school office and wear an identification badge for the duration of their visit. Before leaving the premises, visitors must sign out to ensure a secure and accurate record of all on-site individuals.





Servicing / Deliveries:

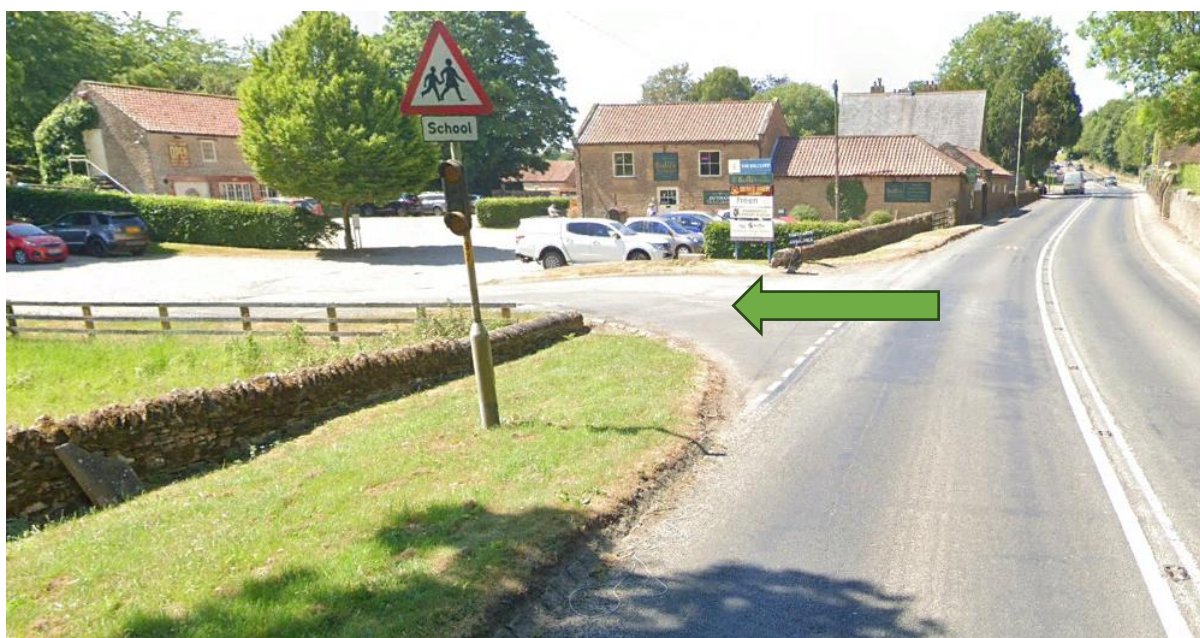
Visitors to Wykeham CofE Primary School are welcome to use the designated parking spaces located between Bolli's Tea Rooms and Solange Bakery, clearly signposted off the A170. Access to the school is strictly controlled and permitted only via the gate leading from the parking area. Delivery and Service drivers must ring the bell on the gate to alert staff, who will then unlock the gate and escort them into the building.

Service and delivery vehicles follow the same access route and process as visitors. However, due to the shared nature of the parking area, extra care must be taken when larger vehicles are manoeuvring, as there is no designated separation between pedestrian and vehicle routes. Appropriate caution and supervision will be maintained to ensure the safety of all site users.

During schemes of works, all contractors must also complete the trust authorisation to work document prior to any work taking place with the permission of the responsible person.

It is expected that all services and delivery drivers adhere to the speed limit on site, park responsibly alight their vehicle safely and are responsible for their welfare and the safety and security of their vehicle whilst on site.

Any out of hours deliveries generally will not be accepted by staff who should adhere to the Trust lone worker policy, exceptions to this is by prior arrangement and agreement from the responsible person or Head of Estates.

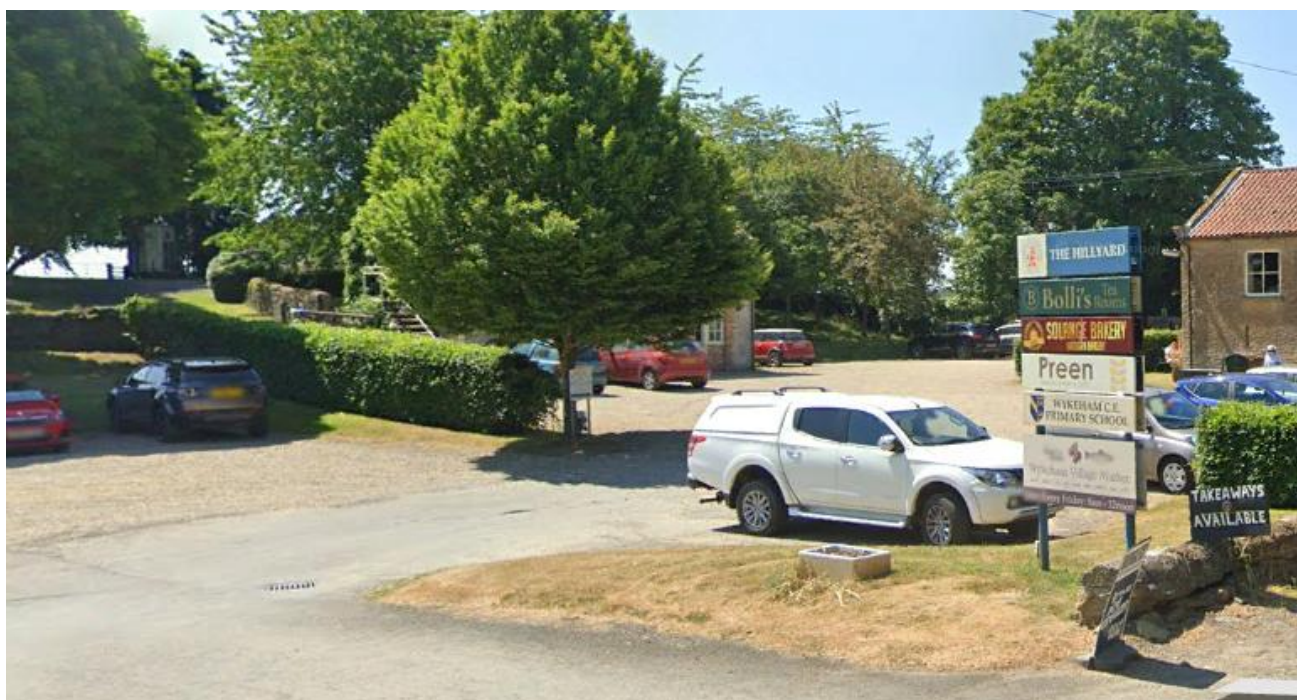


Entrance to the delivery area off A170 heading west



Coaches, Minibuses & Educational Trips:

For educational visits involving coaches or minibuses, prior arrangement with the school is essential to ensure safe and efficient access. Vehicles should approach via the A170 and use the same entrance located between Bolli's Tea Rooms and Solange Bakery. Due to space limitations within the parking area and the absence of a designated pedestrian-vehicle separation, extra caution must be taken when manoeuvring larger vehicles. Staff will be on hand to supervise the arrival and departure of pupils, ensuring safe movement between the vehicle and school grounds. Where possible, drop-off and pick-up will be coordinated to avoid peak times and minimise disruption to regular school operations and neighbouring businesses.



Entrance to the carpark from off A170



Disabled Access:

Access for visitors with disabilities is via the main pedestrian gate at the rear of the school. Upon arrival, visitors should ring the bell to alert staff, who will then grant access and provide any necessary assistance. A member of staff will escort the visitor into the school using the ramp located at the rear entrance, ensuring safe and accessible entry. There is also level access available into the Reception classroom unit. Following sign-in procedures, a member of the reception team will assist with opening doors where required to support ease of movement around the site.

Disabled-Parking:

Wykeham CofE Primary School does not have designated disabled parking bays. All visitors, including those with accessibility needs, must use the general visitor parking area located between Bolli's Tea Rooms and Solange Bakery. Visitors requiring assistance from their vehicle to the school should contact the school office in advance so appropriate support can be arranged.



Emergency Vehicle Access:

Access for emergency vehicles is available via the main entrance off the A170, through the shared parking area between Bolli's Tea Rooms and Solange Bakery. The school will try and ensure this access route remains clear and unobstructed. Although the parking area is shared with visitors and deliveries, staff are trained to respond quickly to ensure emergency services can gain immediate entry when required. Clear signage and awareness among all staff and visitors support the safe and efficient access of emergency vehicles to the school site.

Should the parking area at the back of school be obstructed by other vehicles, in an emergency situation, emergency vehicles can park at the front of school next to the bus stop and gain access to the school building from the access point off A170. This secondary access ensures that emergency personnel can reach the school quickly and safely under all circumstances.





Management Practises:

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

Supervision:

The Senior Leadership Team will arrange for daily supervision to the pedestrian access areas of the site at the beginning and end of each school day.

Non-Compliance:

If there are near misses, accidents, concerns, or incidents these will be recorded by those monitoring the academy site and appropriate action will be taken as deemed necessary by the Senior Leadership Team that may include a report logged with North Yorkshire Police.

(Document to be read and signed by the responsible person and shared with all relevant staff.)

Name:	Job Role:	Signature:	Date:
Rowena Thorp	Acting Headteacher	R THORP	23.04.25