



SWANLEA SCHOOL

Car Parking Policy

Reviewed by: Kabir Miah (Head of School)
Approved by: SLT Dec24
Due for review: Jan27

Prepared & Reviewed by:	[Kabir Miah]	Date: [Jan 2025]
Approved on and by:	SLT – Jan 25	
Next review on:	[Jan 27]	

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Rear car park

There are 17 spaces which include 3 disabled bays and 2 bays kept empty for electric car charging only. This is paid for by the user at a subsidised rate.

Front car park

- 1 space reserved for Duty Premises Staff
- 2 spaces for contractors
- Daily bookable spaces available only for exceptional circumstances e.g. emergency childcare issues. Bookings must be approved by School Business Manager or Head of School / Deputy Headteacher if known in advance
- In an emergency, bookings should be communicated via absence line by 7.30am on the morning of the day required
- £2 daily fee will apply, paid online via QR code supplied by the office
- Temporary School Parking Permit school be displayed on the vehicle
- Head of School will review use of temporary car park on a regular basis

Parking Criteria (Rear)

- Permanent Staff employed for at least 12 months, are eligible to apply for a parking space in the rear car park
- No further school subsidised Public Service Permits will be issued beyond 31st August 2021.
- 1 space reserved for Executive Headteacher
- 1 space reserved for Head of School
- 15 remaining spaces allocated as follows:
- Exceptional circumstances e.g. chronic medical grounds evidence by a medical practitioner, at discretion of Head of School
- Priority is given to staff who hold a disability badge. There is no fee for all disabled badge holders.
- Remaining spaces allocated on furthest distance from primary residence (where applicant lives most of the time) to Swanlea School (using RAC Route Finder)
- Applying staff must live at least 5 miles from the school
- Staff should explain why public transport is not able to be used

Commented [KM1]: Won't change the numbers since I get one via distance anyway!

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- A council tax bill & utility bill / bank statement should be submitted as proof of address
- Must stay in allocated bay
- Bays are not transferable between staff, if a bay is not required on particular days it may be reallocated to other staff that meet the criteria
- Part-time staff that meet the eligibility criteria will be allocated bays for specific days
- A flat monthly admin / maintenance fee of £15 payable by allocated users. This is debited every month over 12 months.
- School Parking Permit must be displayed at all times
- All school staff are able to apply for a public service permit at their own expense, allowing them to park in identified bays across Tower Hamlets, the school will support this application. The school may purchase this in advance and colleagues may repay via salary on a monthly basis – see Finance Officer for information on this.
- Policy will be reviewed on a bi-annual cycle
- **All** staff will need to apply again at the point the policy is reviewed.

Parking Criteria (Front)

- 1 space reserved for Duty Premises Staff
- 2 spaces reserved for Contractors
- 1 space reserved for Disabled badge holders. There is no cost for disabled badge holders
- 5 remaining spaces bookable on a daily basis only
- Daily bookable spaces available only for exceptional circumstances e.g. emergency childcare issues
- Daily bookable spaces must be approved by School Business Manager or Head of School / Deputy Headteacher if known in advance, or in an emergency, communicated via absence line by 7.30am on the morning of the day required
- £2 daily fee will apply (via iPay Impact)
- Temporary School Parking Permit school be displayed on the vehicle