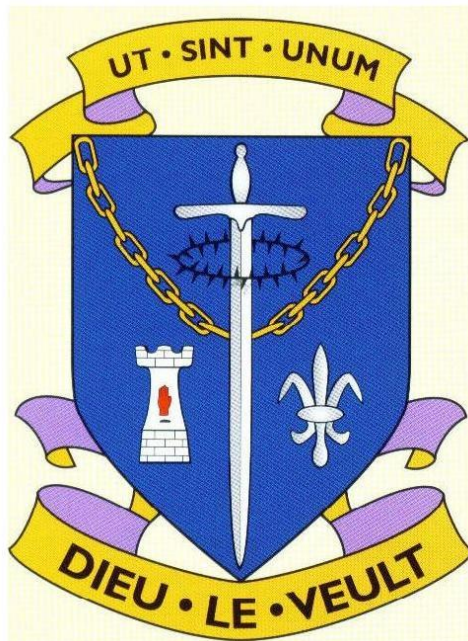


St Louis Grammar School Kilkeel



Driving to School Policy

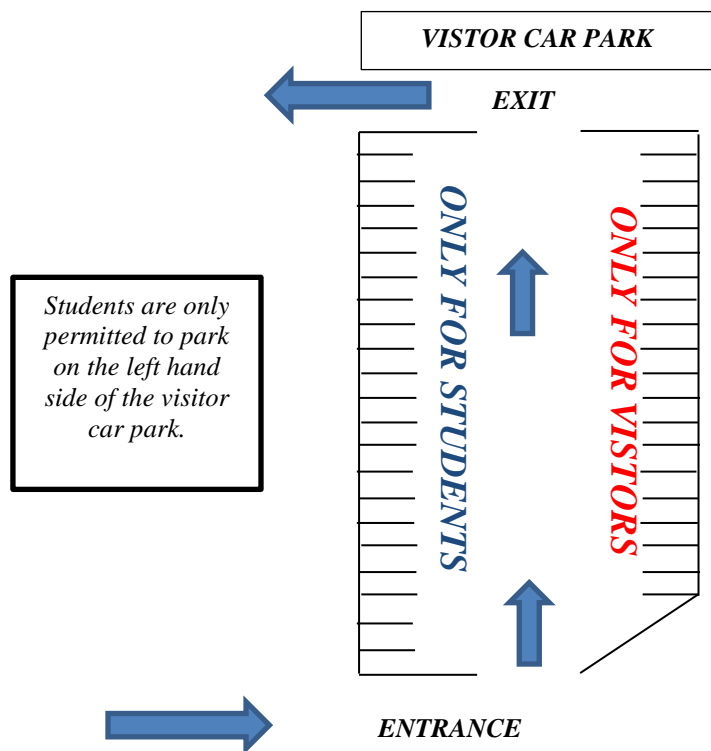
*Date of Policy: October 2016
Last Reviewed: October 2016
Reviewed by: Mr E McGlue
Date of Review: September 2017*

DRIVING TO SCHOOL POLICY

Students Driving to School

In recent years, the number of senior students driving cars to school has increased. Due to the limited availability of space on the school grounds, parking spaces have only been provided for visitors, public transport and staff. The school appreciates the fact that on occasions, it may be necessary for some students to take their car to school as alternative to using the school bus or other traditional means. However this is the exception rather than the norm. In order to facilitate the safe movement of traffic and reduce congestion, students, if approved may park their car on the school premises subject to availability. Parents and students must be aware of the rules and regulations relating to student cars:

- (i) Students must register their car using the car pass letter and form (APPENDIX 1) i.e. the car pass form must be completed before the car can be parked on the school premises. The form must be returned to the Head of Senior School who will keep a register.
- (ii) The school is not responsible for the safety of any student vehicle, damage to and security of student vehicles.
- (iii) All cars must be parked in the **designated** car park (see diagram below on page 2) following the one way system in place on the school premises. Students must not drive behind the security barriers therefore avoiding pupils' play areas.
- (iv) All students must accept that there are a limited number of spaces available for students to park.
- (v) Students who drive to school must arrive by 8.55am to ensure they have time to park and attend registration at 9.00am. When finished school students are expected to wait until pedestrians have passed.
- (vi) Students must follow the 5mph speed limit on the school grounds.
- (vii) Students are **NOT** permitted to carry passengers other than members of their own family.
- (viii) Students must **NOT** leave the school premises by car at any time without a formal written request from their parents/guardian as per school policy.
- (ix) It is the car owner's responsibility to ensure that the driver has adequate insurance.



Please note: Any student who does not respect the guidelines above, will not be permitted to continue parking their vehicle on the school premises. *Additionally students arriving late to school will not be accepted. If a student arrives to school late twice the Year Head will contact parents to discuss the matter. Should this continue, on the third occasion, the student will have this privilege removed and will not be permitted to take his/ her car to school.

Parents/guardians must be aware of their responsibility in allowing their son/ daughter to take a car to school. Therefore we request parents/guardians assist with ensuring students are aware of their responsibilities as drivers.

APPENDIX 1

St Louis Grammar School
151 Newry Road
KILKEEL
Co Down
BT34 4EU
Telephone: 028417 62747
Fax: 028417 65694
www.stlouis.org.uk

7th September 2016

Dear Parent/Guardian,

Your son/daughter has applied to take their car to school. We have a limited number of spaces available however; we recognise that from time to time there is a necessity to bring the car to school. Please note that if all spaces are taken, then pupils must park their car outside the student grounds. In order to ensure this privilege is managed effectively and to ensure the safety of the school community any student wishing to drive a car to school must apply for a car pass.

Please read carefully the conditions attached to which your son/daughter must agree before a pass will be issued.

I would like to stress that the school considers this permission a privilege to Year 13 and Year 14 students and approval to bring the car to school may be withdrawn where the behaviour of the driver is considered unacceptable or the attached conditions are not followed.

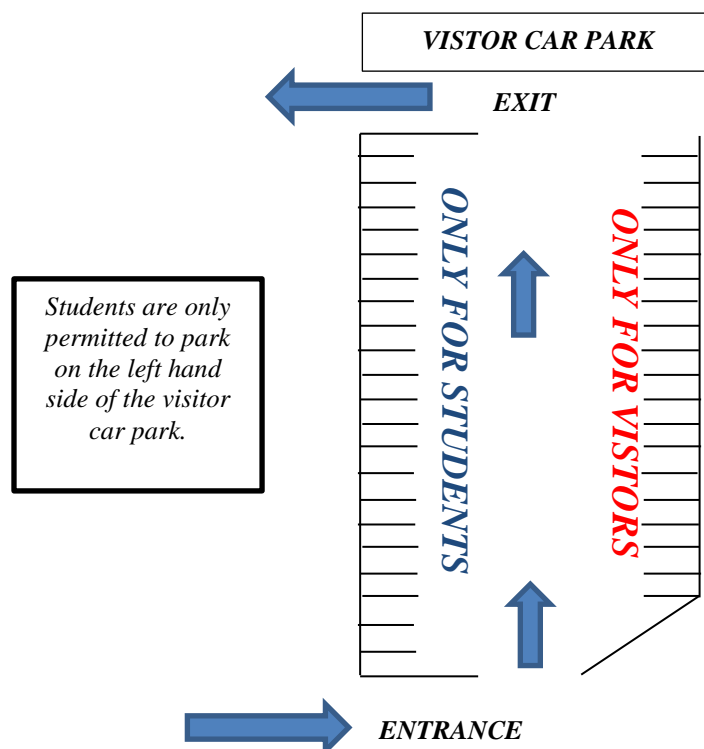
Yours Faithfully,

Mr E McGlue
Head of Senior School

St Louis Car Pass Request Form

A car pass will be issued under the following conditions:

- (i) Students must register their car using the car pass letter and form (*APPENDIX 1*) i.e. the car pass form must be completed before the car can be parked on the school premises. The form must be returned to the Head of Senior School who will keep a register.
- (ii) The school is not responsible for the safety of any student vehicle, damage to and security of student vehicles.
- (iii) All cars must be parked in the **designated** car park (see diagram below)) following the one way system in place on the school premises. Students must not drive behind the security barriers therefore avoiding pupils' play areas.
- (iv) All students must accept that there are a limited number of spaces available for students to park.
- (v) Students who drive to school must arrive by 8.55am to ensure they have time to park and attend registration at 9.00am. When finished school students are expected to wait until pedestrians have passed.
- (vi) Students must follow the 5mph speed limit on the school grounds.
- (vii) Students are **NOT** permitted to carry passengers other than members of their own family.
- (viii) Students must **NOT** leave the school premises by car at any time without a formal written request from their parents/guardian as per school policy.
- (ix) It is the car owner's responsibility to ensure that the driver has adequate insurance.



CAR PASS

Name of Student: _____

Car Reg: _____

Car Make: _____

Car Colour: _____

Address: _____

Contact Number: _____

Emergency contact: _____

Proposed Passenger(s) (*immediate family only*)

Name: _____

Class _____

I give my son/daughter _____ (full name)
permission to take the car to school. I agree with the above terms and conditions. I give/do
not give my son/daughter permission to take _____
_____ (Name of sibling)to school.

Signed Parent/Guardian _____ Date: _____

Signed Student _____ Date: _____