



Hazelwick School Parking Policy

Document Owner:	Estates Manager
Committee:	Resources
Date of Policy:	June 2026
Review Date:	June 2028
Location:	Staff Intranet

1. Purpose

The purpose of this policy is to ensure the safe and effective use of the school car park and other parking areas.

Staff are encouraged to consider alternative forms of transport or car sharing whenever possible.

2. Staff Parking

Hazelwick school provides secure gated parking for its staff. Users of the car park must do so with extreme care and consideration at all times.

- Parking is provided on a first come first served basis and is not guaranteed.
- Parking is required within the designated marked bays only
- Parking is not permitted on the double yellow lines, which are there for everyone's safety
- Access to the car park(s) is restricted

The car park(s) are not open to the general public, except on special occasions such as Open Evenings when the gates will be open and staffed. The main car park is usually open again for evening and weekend lettings.

The school accepts no responsibility or liability for any damage to a vehicle, its contents or any persons travelling within the vehicle whilst on school premises.

3. Designated/Disabled Parking

Hazelwick school is committed to providing accessible parking provision for its staff and visitors. The school has two dedicated disabled bays, one in the main car park and another outside of south canteen. These are to be used solely by those that require disabled access which is to be agreed with HR.

Some additional designated parking is available around the site and is marked appropriately, with a registration plate or job title.

4. Motorcycle Parking

There is a dedicated motorcycle bay sufficient to park two motorcycles, located outside south canteen. Motorcyclists are required to park in the designated motorcycle bays.

5. Electric Charging Bays

Hazelwick school has installed four electric vehicle charging points [EVCPs], which are to be booked online using the schools online booking system. When your vehicle has finished its allocated booking, please relocate your vehicle back to the main car park. These bays are to be used solely for electric vehicles whilst on charge.

6. **Visitor Parking**

Hazelwick School provides two visitor parking spaces, whereby external visitors can park their cars for short visits, on a first-come-first-served basis. There is also parking available nearby in the Tesco car parks, although visitors need to be aware of the parking restrictions.

6. **Conduct of Car Park Users**

Drivers should not exceed 5mph within the car park at all times. Staff and visitors are expected to act responsibly on the site when parking. This includes parking which does not obstruct access for other users, obstruction of emergency vehicles to the school and the considerations towards other users in gaining access to their vehicles.

In particular, parents/carers and staff are reminded of the following:

- Do **not** stop on **zig-zag** lines or “**Keep Clear**” markings
- Do **not** stop to drop students in the centre of the road
- Do **not** park across dropped kerbs; which are there for students to cross the road safely and for wheel-chair users to use the pavements safely
- Do **not** park on footpaths
- Do **not** park on double yellow lines
- **Always** abide by the restriction signs – park only in permitted areas
- Park safely and be considerate of children and local residents by not causing an obstruction

NB: Hazelwick School Close – Entrance Road

It is neither safe nor legal for cars to be parked in Hazelwick School Close on the zigzag and double yellow lines. These yellow lines exist because cars parking on the road cause an immediate and verifiable danger to student well-being. Enforcement notices are there to remind car drivers of the statutory regulations relating to the yellow lines. Car drivers infringing the parking restrictions are liable to fines and points on their license.

7. **Sixth Form Parking**

Sixth Form students are permitted to park on site subject to availability with a maximum of 25 parking permits issued each academic year. Permits are managed and allocated by the Sixth Form team.

Student parking is only permitted in the designated gravel parking area located at the bottom of the main car park. All drivers must adhere to the safety requirements and guidance set out within this policy document.

Student parking privileges may be suspended at short notice when required. Any changes or suspensions will be communicated by the Sixth Form team.

8. **Overnight/Extended Parking during Holidays**

Staff are permitted to use the car park for extended periods overnight and during holiday periods. Any vehicle left overnight must be reported to the Helpdesk by 4:00pm on the day that it is parked with the following details:

- Vehicle registration number
- Make and model of the vehicle
- Period car is to be left
- Emergency contact number in the event of issues with the vehicle e.g. alarm

Vehicles being left on site for multiple days during holiday periods must be parked in the upper car park behind the all-weather pitch. This is to ensure access is maintained for any maintenance of site works taking place during the holidays.

NOTE: Crawley Borough Council and the Police

It is difficult for the Council to patrol school gates because they have a limited number of wardens and there are a large number of schools. However, they can and do now occasionally issue parking tickets.

Revision Number	Summary of Changes	Date of Change
1.1	New Procedures	June 2024
1.2	Revised to include aims of the policy, conduct of users, sixth form parking and overnight/extended holiday parking	June 2026