

Car Parking Policy 2017-18

Mascalls Academy has a limited amount of car parking on site consisting of:

Visitor Car Park front of main entrance:	22 Spaces	
Side of C Block near 3G Pitch:	46 Spaces	Blue Permits
To the right of street entrance:	10 Spaces	Yellow Permits
Top Car Park:	86 Spaces	Green and Yellow Permits

Staff

Staff may park in C Block Car Park or the Top Car Park. They must not park in the Visitor Car Park, or the bays at the entrance of the School.

The top car park will close at 8.30am every morning, and be opened again at 3.00pm. If staff wish to enter or leave between these times, they must unlock the gate and lock it behind them, making sure to scramble the combination on the lock. They must not park in the Visitors Car Park at any time. The code of the lock is changed regularly; this can be obtained from either the Site Manager or Business Manager.

Parking permits will be issued to each member of staff, subject to availability. These permits are specific to the vehicle on our records and are not transferable. If staff members change their vehicle, they must let the Business Manager know so the permit can be updated. Staff will be issued with either blue or green permits, and staff must park in the correct car park: C Block Car Park = blue, Top Car Park = Green.

Sixth Form Students

There are a limited number of Yellow permits available to buy from the Sixth Form Office at a price of £20 for a School year. Yellow permit holders may park in the bays to the right of the street entrance and in the Top Car Park. Parking for students is only permitted during School hours.

Permits will be issued by the Sixth Form Office, subject to availability, to students who provide the following:

1. A completed application form
2. Valid driving licence.
3. Valid certificate of insurance
4. £20 non-refundable administration fee (cheques payable to Mascalls Academy)

Car Parking Rules (applicable to all staff and students):

1. No parking on grass anywhere on site.
2. No dangerous driving or stunts to be pulled anywhere on site.
3. Use only marked bays and consider your neighbouring vehicles.

4. No overnight parking.
5. Valid permit to be displayed in windscreen at all times whilst parked on site.

The School reserves the right to revoke car parking permits in the event of the above rules being broken.

APPLICATION FORM FOR STUDENT CAR PARKING PERMIT

Name	
Date of Birth	
Address	
Mobile Number	
Vehicle Make and Model	
Vehicle Registration	
Permit Number and Date Issued (Office Use Only)	
Driving Licence Number	
Name of Insurer	
Insurance Policy Number	
Insurance Policy Renewal Date	

I confirm I have read and understood the Mascalls Academy Car Parking Policy. I understand that if I break the rules stated in the policy I will be obliged to return my parking permit, with no refund.

Signed:

Print Name:

Date: