

Car Parking Policy 2018-19

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

Visitor Car Park front of main entrance:	22 Spaces	Reserved for visitors only
Side of C Block near 3G Pitch:	46 Spaces	Blue Permits
To the right of street entrance:	10 Spaces	Orange [P1] and Pink [P2] Permits
Top Car Park:	86 Spaces	Green and Orange/Pink 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 the 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 permits which students can apply for via the Sixth Form office, at a cost of £10 for a half-year permit (Period 1: July – December 2018 and Period 2: January – June 2019). Student permit holders may park in the bays to the right of the street entrance and in the Top Car Park only. Parking is not permitted in either the Visitors Car Park or in the bays used by School buses, at any time. Parking for students is only permitted during school hours during term time.

Permits will be issued by the Sixth Form Office, subject to availability and dependent upon distance being travelled, to students who provide the following:

1. Completed application form
2. Valid driving licence
3. Valid certificate of insurance
4. £10 non-refundable administration fee for each half-year permit (cheques payable to Mascalls Academy)

Applications for half-year permits should be submitted to the Sixth Form office in June and December. Priority will be given to students who are travelling the furthest distances to attend school.

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 in designated areas, and consider your neighbouring vehicles when parking
4. No overnight or weekend parking
5. Valid permit to be displayed in windscreen at all times whilst parked on site
6. No parking in Visitors Car Park
7. No parking in bays used by School buses, at any time

The School reserves the right to revoke car parking permits in the event of the above rules being broken. Any student holding a Period 1 [July-December] permit who fails to follow the above rules will not be considered for a Period 2 [January-June] permit.

APPLICATION FOR STUDENT CAR PARKING PERMIT [HALF YEAR]

Name:	
Address You Travel To School From:	
Mobile Number:	
Vehicle Make and Model:	
Vehicle Colour:	
Vehicle Registration:	
Driving Licence Number:	
Half-Year Applied For:	Period 1: July – December <input type="checkbox"/> Period 2: January – June <input type="checkbox"/>
Valid Driving Licence seen:	<input type="checkbox"/> yes - to be checked by Sixth Form Office
Valid Insurance Certificate seen:	<input type="checkbox"/> yes - to be checked by Sixth Form Office
Payment Received:	<input type="checkbox"/> yes - to be checked by Sixth Form Office
Permit Number and Date Issued:	

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 required to return my parking permit, with no refund.

Signed: Print Name: