
RGS CAR PARK ACCESS & USE POLICY

Introduction

To whom does this apply?

This policy applies to:

- all staff of the RGS & RGS Prep.
- all visitors/guests of the Royal Grammar School.
- all users of the RGS car parks.

What is the purpose of this policy?

This policy is designed to inform users of the correct use of, and manage access to, the school car parks.

Car Parking at the Royal Grammar School

The RGS aims to provide car parking for staff, but it is not a contractual right and the School cannot accept any responsibility for damages to or loss of cars or their contents while they are on school property.

Space is limited and therefore needs to be managed carefully and considerately. To manage the space effectively staff must comply with this parking policy. Failure to abide by any aspect of the policy may lead to car parking privilege being withdrawn on either a temporary or permanent basis.

Accessing the Car Parks: Automatic Number Plate Recognition (ANPR)

RGS uses ANPR to authorise vehicle access to the Eastgate, Sydenham Road, and Pannells court vehicle entrances. Cameras on each car park barrier read the number plate of your vehicle and permit or deny access based on the car registration details stored against a staff member's Schoolbase account or through a list maintained by the Estates department.

It is your responsibility to update and manage your car registration details within Schoolbase. Changes can take up to 24 hours to take effect.

The ANPR system can only read number plates which follow the Government's standard rules of display and formatting and with greater than two characters. Personalised number plates which follow the Governments standard rules of display and formatting will work.

Car Park Access & Use Policy

The Car Park Access table in this document outlines the times and locations appropriate car park use but you must also be aware of and follow these points:

- Vehicles of all members of staff must have an RGS car parking sticker displayed permanently on the front windscreen. Replacement stickers may be collected from F23. Vehicles without a valid RGS parking sticker may be removed from the site.

- You may not provide car park access to people outside of your immediate family.
- You may not provide car park access to immediate family during school hours.
- You are responsible for the actions of any person parking or using a vehicle within the school site with a registration number stored against your Schoolbase account.
- Access to the car parks during school hours is permitted only to carry out school business.
- Access to the school car parks does not guarantee a parking space, which are available – unless otherwise outlined – on a first-come, first-served basis.
- Electric charging parking spaces are all allocated apart from one first-come-first-served parking bay outside the John Brown Building and one on the top court. Please speak to the Estates department (estates@rgsg.co.uk) for more information.
- Due to the restricted size of the car parks, some spaces are designed for double parking to ensure the most effective use of space. Staff must use all the available spaces. Where a staff member does not wish to be blocked in, they must consider using an alternative public car park.
- Staff wishing to leave cars overnight should liaise with the Estates team (estates@rgsg.co.uk) and agree the best/safest location. For prolonged stays, keys should be left with the Estates team so that vehicles can be moved for access or in an emergency.
- For blue badge holders, a dedicated parking bay is available outside of the John Brown building and is available on a first-come-first-served basis. Please speak to Estates for more information.
- Motorcycles should only be parked in the dedicated parking bay in the Eastgate car park adjacent to the pedestrian entrance.
- The school reserves the right to allow paid or restricted parking in the school car parks outside of working hours.
- Car park users found to be in breach of this or any other school policy may be denied car park access.
- Finger scan access for staff is available to enter the pedestrian gate at the Pannells Court entrance.
- There is no out-of-hours pedestrian entry to the Sydenham Road car park.

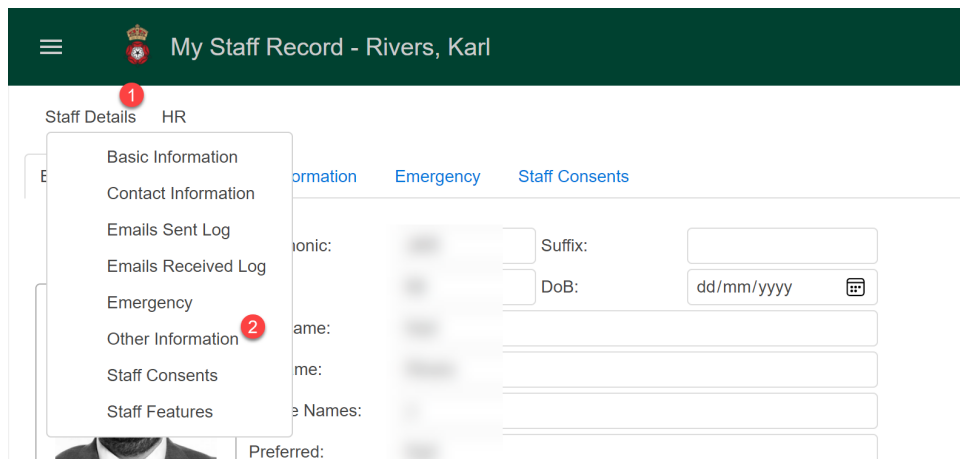
Blocking in Vehicles

- Several red “all-day parking” bays are available. Those parking in a red bay should expect to be blocked in during school hours.
- Staff are expressly not to park in a way which excludes access to another space - so 'double' spaces should be filled from the back.
- If your vehicle has blocked another vehicle into a red “all-day parking” bay, please ensure that your vehicle is moved by 1630.
- Staff should not block in other cars if they are unavailable to move the car at short notice (e.g. out of school on a course or at a parents’ evening). If you do not wish to leave your details for whatever reason you must consider using an alternative public car park.

How to add, remove and update your car registration details in Schoolbase

Staff should follow this process:

1. Login to Schoolbase.
2. Click My Staff Record in the left-hand navigation menu.
3. Click Staff Details > Other Information.



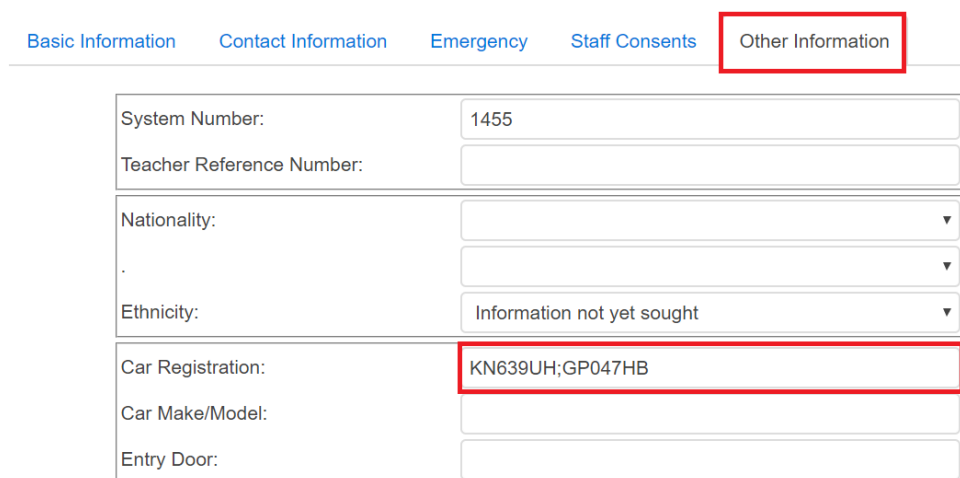
My Staff Record - Rivers, Karl

Staff Details HR

Basic Information
Contact Information
Emails Sent Log
Emails Received Log
Emergency
Other Information
Staff Consents
Staff Features

Phone: [] Suffix: []
DoB: dd/mm/yyyy []

Name: []
Surname: []
Preferred: []



Basic Information Contact Information Emergency Staff Consents Other Information

System Number: 1455
Teacher Reference Number: []

Nationality: []
Ethnicity: Information not yet sought

Car Registration: KN639UH;GP047HB
Car Make/Model: []
Entry Door: []

5. Enter your primary vehicle's make and model in the Car Make/Model field.

When entering your registration details, please note:

- You may enter a maximum of three vehicle registration numbers.
- Separate multiple registration numbers with a semi-colon – see image above for example.
- Use all capital letters.
- Do not use spaces anywhere in the registration number field.
- New and updated registration numbers take 24 hours to take effect on the car park barriers.
- If the registration number does not save, please check that you have followed the above points.

- You should only add vehicles belonging to yourself or an immediate family member to Schoolbase. Requests for access for any other vehicles should be made using the vehicle request form: <http://carpark.rgsg.co.uk>.

Visitor, Deliveries & Contractor Car Park Access

- Visitors, regular delivery vehicles and contractors should request car park access by completing the Car Park Access Request form: <http://carpark.rgsg.co.uk>
- There are no allocated visitor parking bays within the school car parks. School visitors should be asked to use the public car parks available along the High Street.
- Contractors may use school car parks with permission from the Estates department during school holiday periods for the purpose of school business.
- During term time, all deliveries should be made to the Pannells Court entrance unless otherwise arranged with the Estates department.
- A code will be provided to RGS staff to permit non-staff to enter the Eastgate car park via the pedestrian gate.

Access to Pannells Court and Gillingham House Parking

Several assigned spaces are available outside of the John Brown Building and Gillingham House. Access to these parking spaces is allocated by the Estates Manager and are not for general use. Requests for allocated parking spaces should be made to the Estates Manager by emailing estates@rgsg.co.uk.

Staff must not park cars elsewhere on the school premises including any part of the Allen House Field, which is reserved exclusively as student play space, unless specifically authorised by the Estates department.

CCTV and Access Logging

Most parking bays are covered by CCTV cameras, including those used by the ANPR system.

Access to the car parks is logged and images are stored for up to 30 days. These images may include pictures of the driver and passengers.

If you wish to review CCTV footage for the purposes of an insurance claim you or for any other reason, you should make a request to the Estates department.

The school reserves the right not to permit access to CCTV footage.

Car Park Access Permissions

STAFF GROUP	HOW TO UPDATE REGISTRATION NUMBERS	CAR PARKS			
		Eastgate	Sydenham	Pannells	
RGS Support Staff	Update reg. number in Schoolbase by following the instructions above.	Working Hours		✓	
		Out-of-working hours	✓		
		Holidays	✓		
RGS Teachers & RGS Prep Staff	Update reg. number in Schoolbase by following the instructions above.	Working Hours	✓		
		Out-of-working hours	✓		
		Holidays	✓		
Governors**	Car park access should be requested by completing the car park access request form . Access is only available to facilitate school business and will be withdrawn afterwards.	Working Hours		✓	
		Out-of-working hours	✓		
		Holidays	✓		
Former Staff and Former Governors**	Car park access is provided in exceptional circumstances to former staff and Governors by agreement with the Bursar. Requests should be made by emailing cmp@rgsg.co.uk .	Working Hours			
		Out-of-working hours	✓		
		Holidays	✓		
Immediate Family of RGS & RGS Prep staff	Immediate family of RGS & RGS Prep staff may use school parking outside of working hours. Details of vehicles should be added by the associated member of staff within Schoolbase following the process above.	Working Hours			
		Out-of-working hours	✓		
		Holidays	✓		
RGS Parents' Association**	Car park access should be requested by completing the car park access request form . Access is only available to facilitate school business and will be withdrawn afterwards.	Working Hours		✓	
		Out-of-working hours	✓		
		Holidays	✓		
Peripatetic Teachers	Peripatetic teachers should use a public car park and claim reimbursement.	Working Hours			
		Out-of-working hours			
		Holidays			
External Sports Coaches**	Car park access should be requested by completing the car park access request form . Access is only available to facilitate school business and will be withdrawn afterwards.	Working Hours		✓	
		Out-of-working hours			
		Holidays			
Site Maintenance, Emergency and Support Services		Working Hours	✓	✓	✓
		Out-of-working hours	✓	✓	✓
		Holidays	✓	✓	✓

* Working hours are 0700 – 1700 for the purposes of this policy

** Access requests must be renewed annually at the start of the summer holiday.