



# Student Car Use Policy

This Policy applies to any Sixth Form pupils who wish to drive a vehicle to school and is published on the School website for pupils and parents.

**Author: Head of Sixth Form**

**Approval: Board of Governors**

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## Introduction

Students come to Longridge Towers School from a wide catchment and sixth form students may find it convenient to drive to school. The privilege of bringing a car to school is solely in the gift of the School and it is not a right of a student. The School would like the experience of being in the Sixth Form at Longridge Towers School to be a purposeful and enjoyable one; to an extent, the privilege of being allowed to bring a car onto the school grounds is an expression of that desire. If such a privilege is to be workable then students need to observe the guidelines and value this contract. This policy details who may bring cars into school, what procedures must be followed and the levels of attendance and punctuality required to be granted and to maintain car parking permission.

## **Road Safety**

There remains an unacceptable level of injuries and deaths on our roads, and we should be ever mindful of the comparatively low level of experience of newly qualified drivers. Subsequently, all schools have procedures in place to protect their students, to protect the school from liability, to honour their duty of care and to safeguard other pupils, staff and visitors within the school grounds. All pupils must seek permission from the School in the manner detailed in this policy before they can bring a car onto the grounds. Further, they may not carry passengers without the School's permission, which will follow only once other parental permissions are in place. The School does not permit the use of motorcycles.

## **Permission to Drive a Car into the School**

Permission to bring cars on site is only granted if these conditions are met:

- The student's attendance rate is not a cause for concern
- The student must have no concerns over academic progress or personal conduct

Driving permission may be withdrawn if the above conditions are not met.

## **Safety and Security of Cars**

All vehicles, and all valuables left in cars will be left at the owner's risk. It is advised, therefore, that any valuables, personal or expensive items should be secured out of sight in the boot or dashboard pocket of the car to reduce the opportunity for theft.

Students bring their cars entirely at their own risk and the school will not be held responsible for any damage to or loss from cars.

## **School Regulations**

For the safety and wellbeing of all members of the school community it is necessary for the school to have some fundamental conditions which must be adhered to by all students who are granted permission to bring their vehicles onto the school grounds.

- All drivers must register their car and themselves as the driver
- To drive with the utmost care and attention at all times.
- To arrive in school in time for registration and to park only in the designated car park. Extra care must be taken when entering and exiting the car parks.
- The car is not to be used throughout the school day without permission from the Head of Year. This includes travel within the school grounds.
- Student drivers must not exceed the maximum speed of 10 mph in the school grounds.
- Drivers may not carry passengers unless express permission has been given by a Head of Year/Head of Boarding, and a 'permission to carry passengers' form, signed by a Parent/Guardian, has been submitted.
- All cars must have valid road tax. Drivers must have full insurance in place as well as a road legal car.
- Learner drivers accompanied by parents must take particular care to abide by all rules above.

If leaving the school site for any reason, all occupants must sign out at reception and sign back in upon return.

## **Specific Instructions to Boarders**

In addition to the rules above, we expect Boarders to comply with the following:

- a) All drivers have permission from the **Head of Boarding** to bring their car to school (and park overnight)
- b) Cars may only be parked in the designated car park
- c) The car may not be used at any time without permission from the Head of Boarding.

### **Parking / Driving Outside the Grounds**

At all times pupils represent Longridge Towers School. Any actions whilst driving during the school day which damages the good reputation of the School will result in parking permission being instantly withdrawn and the issue may be progressed under the Behaviour Policy.

### **Review of Policy**

This policy will be reviewed by the a member of the Board of Governors at least every two years; however, the School may revise the policy at any time it considers necessary. The latest version will be available on the school website or by contacting the School.

### **Breach of Parking Regulations**

The privilege of bringing a car to school is solely in the gift of the School and it is not a right. Breaking the conditions within this policy will result in the following actions. These represent the minimum action that may be taken and only refers to the right to park a car on School grounds; additional sanctions may apply. By allowing their son/daughter to bring his/her car into school, parents must agree to, and fully support the actions taken by the School to ensure this policy is adhered to.

Minor infringement of regulations	Student made fully aware of the Student Car Usage Policy. One week permit suspension may be applied. Parents will be informed
Repeated minor infringement of regulations	Car permit suspended (up to 4 weeks) Parents informed by Head of Year in writing
Serious breach of regulations	Car permit may be further suspended or withdrawn permanently. Parents informed in writing/meeting by Head of Year
Ultimate sanction	Permanent withdrawal of car permit and/or Formal Disciplinary Procedures

Driving recklessly or driving an unregistered car on School grounds is considered a serious disciplinary offence and is likely to result in a permanent ban from driving within the grounds.



## APPENDIX 1 Application for Student to Drive and Park in School Grounds

### TO BE COMPLETED AND RETURNED TO SCHOOL

Please read and retain the copy of the Car Parking Policy, and the regulations detailed in Section 1.

PUPIL'S FULL NAME:	
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### CAR DETAILS

Reg No:		Make:	
Model:		Colour:	

*\*\*If any details above change, a new application must be submitted*

### TO BE COMPLETED BY STUDENT

**I have read fully and agree to abide by School regulations and policy on the use of personal cars.**

**I understand that any of the regulations are broken, I may lose the right to park on school grounds without notice.**

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

### TO BE COMPLETED BY PARENT / GUARDIAN

I have discussed the rules and regulations with my son/daughter and give my permission for him/her to bring his/her car to school and park on School Grounds. I have read the School Policy and understand that he/ she could lose the right to park on School Grounds if he/she breaks any of the regulations above, and I will support the School's decision. Any damage caused to a car will not be the responsibility of the School.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

### SCHOOL USE ONLY

**All agreement letters have been received and permission is granted to drive and park in the school grounds.**

Signed \_\_\_\_\_ (HoY/DH)

Date \_\_\_\_\_

**APPENDIX 2 Application to Carry Passengers**

TO PARENT/GUARDIAN

RE: CARRIAGE OF PASSENGERS

Please list below the names of passengers you give permission to travel with your son/daughter to and from school.

**A separate form from the passenger’s parents/guardians will also be required indicating their agreement to the arrangement. This must be included with the application.**

		SCHOOL USE ONLY
NAME(S) OF PASSENGER(S)	YEAR	Agreement letter received from Parent/Guardian

I agree to my son/daughter driving the above passengers and have explained the additional responsibility carried.

\_\_\_\_\_ (Parent’s Signature)

\_\_\_\_\_ (Date)

**SCHOOL USE ONLY**

**All agreement letters have been received and permission is granted to carry the passengers named above**

**Signed \_\_\_\_\_ (HoY/DH)                      Date \_\_\_\_\_**

**APPENDIX 3 Application to be a carried passenger**

TO PARENT/GUARDIAN

RE: CARRIAGE OF PASSENGERS

Please list below the names of passengers you give permission to travel with the named driver to and from school.

<b>NAME(S) OF PASSENGER(S)</b>	<b>FORM YEAR</b>	<b>NAME OF DRIVER</b>

I have read the school's policy regarding driving to and from school and agree to my son/daughter being passenger(s) to the named driver.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

<p><b><u>SCHOOL USE ONLY</u></b></p> <p><b>All agreement letters have been received and permission is granted to carry the passenger(s) named above</b></p> <p><b>Signed _____ (HoY/DH)                      Date _____</b></p>
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