



Policy for the use of Bearwood School Parking Permits

At Bearwood Primary and Nursery School we believe that every person, child and adult alike, is entitled to equality in all aspects of school life. Everyone should be respected and valued equally as individuals, regardless of any differences in age, gender, ability, race, beliefs or responsibilities. We aim to meet the needs of all members of our school community through the implementation of our Disability Accessibility Plan.

This policy sets out procedures for the appropriate use of Bearwood School Parking Permits.

Who is eligible for a Bearwood Parking Permit?

The following criteria give clear indication that a permit should be provided:

- The child being collected is a 'blue badge' holder.
- The parent/carer collecting a child from school is a 'blue badge' holder.

However, at Bearwood Primary and Nursery School we are keen to support all members of the community who may need shorter term support with access to the school. Examples include short-term use of crutches or any medical condition, which impacts significantly on mobility.

In these circumstances it is not easy to determine whether a permit should be provided and this decision should be made through discussions with the families regarding medical conditions and implications on mobility for the child or parent/carer. If a permit is provided, an appropriate date to review needs will be agreed at the meeting.

When a permit is authorised, it is the responsibility of the member of staff to emphasise the importance of the recipient using it fairly and appropriately.

How frequently should a permit be issued?

Blue Badge holders	Annually
Other medical conditions	Distribute for a period of approximately half a term. (ie. If a permit is authorised close to the end of a half term, it is appropriate for it to remain valid until the end of the next half term). Some conditions may be identified as being for a much shorter period of time. If this is established during the discussion with the family, it is appropriate to authorise the permit for a shorter period.

Who can authorise the distribution of a Bearwood School Parking Permit?

A permit can only be authorised by a member of the School Leadership Team. Other members of staff should approach a member of the SLT if they feel a pupil or parent/carer is eligible for a permit.

How are permits issued?

Permits are issued through the *General Manager*. Each permit is numbered and all the information regarding who the permit is for and how long it should be valid for is included on the Permit Permission slip so that whichever member of staff who is providing the permit for the parent/carer has all the relevant information readily available. The same member of staff records the registration details for the applicable vehicle on the permit. When a permit is issued, there must be no correction made to the date. This means that it will be easier to identify a permit, which has been tampered with by the permit holder which would result in the withdrawal of the permit.

A register of who has received permits is kept in the school office and must be updated when a new permit is issued. The permit permission slip should be filed with this register.