



Plymouth High School for Girls

‘For life, not school, we learn’

POLICY: **Parking Policy**

STAFF MEMBER:

DEPUTY HEADTEACHER

This policy was updated:

SEPTEMBER 2025

This policy will be reviewed:

AUGUST 2026

Statutory Policy: NO

Source: School

STAFF CAR PARKING POLICY

ADJUSTED DUE TO THE SCHOOL COURT ISSUE

The Governing Body is not required to provide parking space for staff. Space for parking at Plymouth High School is very limited.

There are 5 spaces at the front of the school that are available for staff to purchase for an academic year.

The cost of these spaces is £75 per month.

Staff register their interest for an onsite car parking space with the DHT and if more than 5 register then a random allocation process is undertaken.

This is higher than the cost of purchasing a space at the local Plymouth City Council car park in Napier Terrace (£55).

The money accrued by the school for these spaces is used to create a more inviting outdoor spaces for students on the school site.

The Governors' rules about membership of the scheme are:

1. Staff joining the scheme must sign the PHSG Parking Terms and Conditions agreement and return the form to the Deputy headteacher.
 2. A salary deduction is taken each month for the ability to park on the school site.
 3. In the event of short-term sickness/maternity the monthly salary deduction continues.
 4. However, if the sickness/maternity leave continues staff can remove themselves from the scheme and salary adjustments made accordingly. The agreement is reinstated when the member of staff returns to work.
 5. It is the responsibility of the member of staff to give at least one months' notice informing the Deputy Headteacher and Payroll (in writing and witnessed) of their wish to withdraw from the Parking Scheme. Payroll amendments will be reflected after notification.
 6. The school undertakes to give one month's notice of any changes in the event of an increase in parking fees which would result in staff payments being adjusted accordingly.
 7. Staff choosing not to join the scheme are thereby accepting that they may never park on the school site during the working day (8.00am – 3.45pm)
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