



Plymouth High School for Girls

‘For life, not school, we learn’

POLICY: **Parking Policy**

STAFF MEMBER:

DEPUTY HEADTEACHER

This policy was updated:

NOVEMBER 2023

This policy will be reviewed:

AUGUST 2024

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 and therefore the Governing Body introduced the 'Car Parking Scheme' to utilise space in the best possible and fairest way.

The scheme relies on staff who wish to participate in the scheme agreeing to a monthly Payroll salary deduction for the ability to park at the Mutley Plain Car Park.

Contributions are based on the price of a car parking space at the Mutley Plain Car Park where the current rate is £55 per month.

The school does not make any profit from the car parking scheme. Despite the fact members of staff pay VAT on their contribution as a legal requirement, the school does not benefit.

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 at the Mutley Plain Car Park.
 3. Only staff who have a medical condition which makes parking at Mutley impractical will be exempt from parking at Mutley and will be offered one of the few spaces on site. Supporting evidence from a G.P. would be expected in such cases. These staff members will still pay the £55 per month and this money will be used to maintain the onsite school car parking spaces and to refurbish the car parking area on site once the courts have been repaired.
 4. In the event of short-term sickness/maternity the monthly salary deduction continues.
 5. 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.
 6. Staff who are required to use their vehicles regularly for school business at their own expense, make regular external visits such as those employed by the Trust (Central Team) as mobile officers are not asked to park at Mutley Plain.
 7. 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.
 8. 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.
 9. Governors agree that the scheme should remain open and should a new member of staff request to join, a space would be purchased at the Mutley Plain car park.
 10. 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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