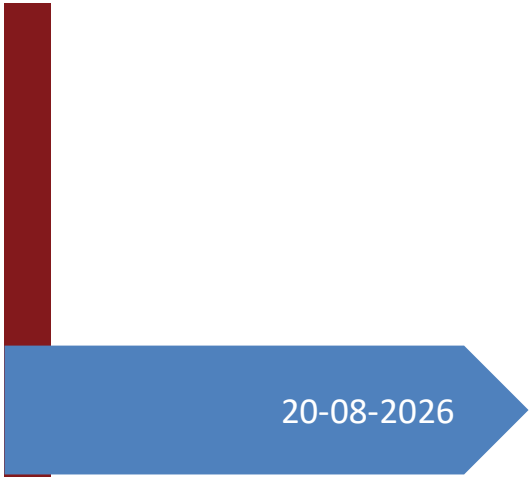
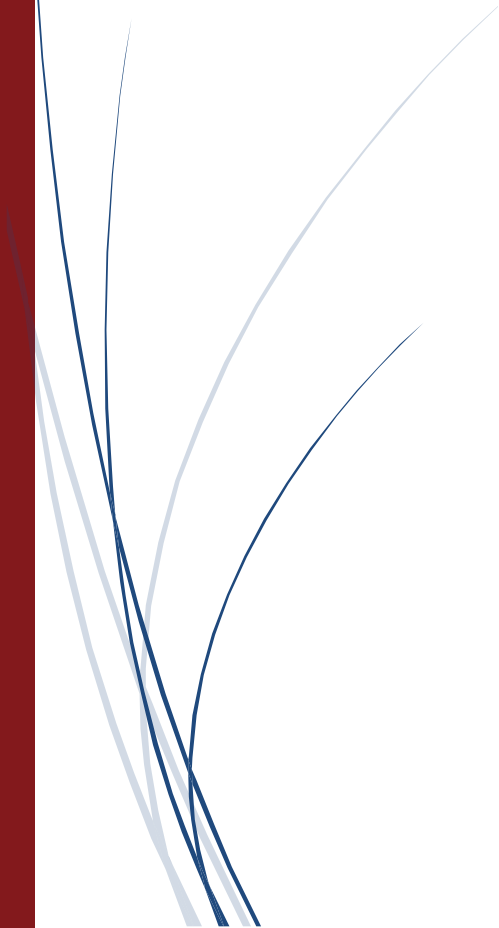




20-08-2026

Parking and Vehicle Access Procedures

Clarín College, Athenry



Board of Management 20-08-2026

CLARINCOLLEGE UNDER THE PATRONAGE OF GRETB



Clarín College Parking Procedures

1. Purpose and Rationale

Clarín College is committed to providing a safe environment for students, staff, visitors and all members of the school community. The number of parking spaces available on the school campus is limited. The school must ensure that adequate parking is available for staff and for persons who require access to the school during the school day.

Accordingly, the school car park is primarily and ordinarily reserved for staff. There is no general entitlement to student parking on the school campus. This procedure sets out the arrangements governing vehicle access, parking and movement on the Clarín College campus.

2. General Parking and Safety Requirements

All drivers entering the school campus must exercise particular care and attention. Drivers must observe the designated campus speed limit and all signs and road markings, give priority to pedestrians, follow directions given by school management or staff, keep entrances and emergency-access routes clear, and park only in an authorised parking space.

All vehicles parked on the school campus must be reverse parked. Reverse parking is required as a health and safety measure because it improves visibility when a vehicle subsequently exits a parking space, particularly in an environment with significant pedestrian and student movement.

3. Staff Parking

Parking on the school campus is primarily reserved for Clarín College staff. Staff must use designated parking spaces, reverse park and comply with the campus speed limit at all times. Staff should be particularly conscious of pedestrian, cyclist and student movement when entering and leaving the campus. **A vacant parking space at a particular time does not necessarily mean that it is available for student use, as spaces may be required for staff or the operational needs of the school.**



4. Student Parking - General Position

Clarín College does not have sufficient parking capacity to provide general parking for students. Students who choose to drive to school should therefore make their own arrangements to park legally and appropriately in Athenry town and make their way from there to the school. The school cannot guarantee or reserve a parking space on school grounds for any student. Students must not assume that an apparently vacant space is available for their use.

5. Exceptional Student Parking

Where school management determines that sufficient spaces are available after the needs of staff and the school have been accommodated, a limited number of students may be granted permission to park on campus.

Permission is entirely at the discretion of school management, is subject to the availability of spaces, may be withdrawn or suspended at any time, and does not create an entitlement to parking on any subsequent day or school year.

A student granted permission to park must use only the designated parking area to the right-hand side of the roundabout when entering the school grounds, unless directed otherwise by school management.

6. Conditions for Students Granted Parking Permission

A student granted permission to bring a vehicle onto the school campus must comply with all of the following conditions:

1. Have prior permission from school management to park on campus.
2. Use only the designated student parking area to the right-hand side of the roundabout, or another area specifically designated by school management.
3. Reverse into the parking space.
4. Observe the campus speed limit and drive slowly and cautiously at all times.
5. Give priority to pedestrians and comply with all directions from school personnel.
6. Park at the beginning of the school day and leave the vehicle parked for the duration of the school day.
7. **Not return to, move or use the vehicle during the school day without express permission from school management.**



8. **Not leave the school campus in the vehicle until the end of the student's school day, unless expressly authorised by school management.**
9. Comply with the student-passenger requirements in this procedure.

7. Student Passengers

As a condition of permission to park on the school campus, student drivers must not carry other Clarín College students as passengers to or from school unless an exception has been expressly authorised by school management.

Under no circumstances may a student driver transport another student away from the school campus during the school day. Students must not use parked vehicles as places to congregate during breaks, lunchtime or at any other time during the school day.

8. Set-Down Area

The set-down area at the front of Clarín College is provided to facilitate the safe and efficient dropping off and collection of students. It is not a parking area.

Vehicles must not be parked or left unattended in the set-down area during the school day. This applies to students and staff and, except for brief set-down/collection or specific arrangements authorised by the school, to parents/guardians and visitors. The area must remain clear to facilitate safe traffic movement, pedestrian access and access to the school.

9. Visitors and Persons Attending the School

Visitors and other persons attending the school during the school day should use designated visitor parking where available or follow the directions of the school office. Where parking capacity is limited, visitors may be asked to make alternative parking arrangements.

Accessible parking spaces must be kept available for vehicles entitled to use them and must not be used as general parking spaces.

10. Vehicle Movement During the School Day

A student who parks on the campus must park at the beginning of the school day and leave the vehicle parked for the duration of the school day. The student must not return to, move



or use the vehicle during the school day without the express permission of the Principal, Deputy Principal.

A student vehicle must not leave the school campus until the end of that student's school day unless expressly authorised by school management. These restrictions support health and safety, student supervision and child safeguarding arrangements.

11. Compliance and Withdrawal of Permission

Permission to bring or park a vehicle on school grounds is a privilege and not a right. Failure to comply with this procedure may result in parking permission being withdrawn. Serious or repeated breaches may also be addressed in accordance with the school's Code of Behaviour. The school reserves the right to restrict or prohibit vehicle access where necessary because of health and safety requirements, school activities, examinations, events, construction or maintenance works, emergencies or other operational needs.

12. Driver and Vehicle Responsibility

The driver is responsible for ensuring that they are legally entitled to drive the vehicle and that the vehicle complies with all applicable legal requirements, including appropriate insurance, motor tax and NCT requirements where applicable.

Vehicles and their contents remain the responsibility of their owners/drivers. Nothing in this procedure limits any liability that the school may have under law.

We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the local community.

13. Review

This procedure will be reviewed periodically by school management and may be amended in light of parking capacity, traffic management, health and safety, child safeguarding requirements and the operational needs of Clarín College.

The overriding principle is the safety of students, staff and visitors. The availability of a vacant space at any particular time does not, of itself, constitute permission to park on the school campus.



Appendix 1

CLARIN COLLEGE, ATHENRY Student Driver and Parking Agreement

This agreement must be read and signed by the student and a parent/guardian before permission to park on the Clarin College campus may be granted. Completion of this form does not guarantee a parking space. Permission remains subject to availability and the discretion of school management.

Student name	
Year group	
Vehicle registration	
Make/model/colour	

Student Declaration

If granted permission to park on the school campus, I agree that I will:

- ☐ Park only in the designated student parking area to the right-hand side of the roundabout, unless directed otherwise by school management.
- ☐ Reverse park at all times.
- ☐ Observe the campus speed limit, give priority to pedestrians and drive cautiously.
- ☐ Park at the beginning of the school day and leave my vehicle parked until the end of my school day.
- ☐ Not return to, move or use my vehicle during the school day unless I have express permission from school management.
- ☐ Not leave the school campus in my vehicle during the school day unless expressly authorised by school management.
- ☐ Not carry other Clarin College students as passengers to or from school unless an exception has been expressly authorised by school management.
- ☐ Not use my vehicle, or allow it to be used, as a place for students to congregate during the school day.
- ☐ Keep the set-down area and all staff-only, accessible, emergency and unauthorised parking areas clear.
- ☐ Ensure that I am legally entitled to drive the vehicle and that it meets all applicable insurance, tax and NCT requirements.
- ☐ Accept that permission may be withdrawn at any time and that a vacant space does not constitute permission to park.



Student and Parent/Guardian Acknowledgement

We have read and understood the Clarín College Parking and Vehicle Access Procedure. We understand that student parking is exceptional, subject to available capacity and school management approval, and that permission may be withdrawn where the procedure is not followed.

Student signature	Date
Parent/guardian signature	Date

For School Use

Permission	☐ Granted ☐ Not granted
Conditions / notes	
Authorised by	
Date	

Ratification

This procedure was ratified by the Board of Management on 20/09/26 and noted by the Galway and Roscommon Education and Training Board.

Signed Michael McKeever

Chairperson of Board of Management

Signed [Signature]

Principal/Secretary to the Board of Management