



CAMPBELL  
COLLEGE

EST 1894

# STUDENT CAR USE POLICY

Revised: November 2021  
Next Revision: August 2023

## 1. CONTEXT

Students come to Campbell from a wide catchment area 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 College and it is **not** a right of a student; the contract that pupils and parents sign makes this point unequivocally.

The College would like the experience of being in the Sixth Form at Campbell to be a purposeful and enjoyable one, and we want to treat our students as responsible young adults. The privilege of being allowed to drive and park a car in 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. Since there are a limited number of parking spaces in the College, parking is limited to the Upper Sixth (Year 14).

We also believe that students need to respect rules and boundaries. 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 a car permit.

## 2. 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 COLLEGE IN THE MANNER DETAILED IN THIS POLICY BEFORE THEY CAN BRING A CAR ONTO THE GROUNDS.**

**FURTHER, THEY MAY NOT CARRY PASSENGERS WITHOUT THE COLLEGE'S PERMISSION, WHICH WILL FOLLOW ONLY ONCE OTHER PARENTAL PERMISSIONS ARE IN PLACE.**

**THE COLLEGE DOES NOT PERMIT THE USE OF MOTORCYCLES.**

## 3. PERMISSION TO DRIVE A CAR INTO THE COLLEGE

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

- ☒ The student must be in **Year 14**
- ☒ The student's **attendance rate must be over 90%** (except for certified medical/personal reasons)
- ☒ The student's **punctuality rate must be over 95%**
- ☒ The student must have no concerns over academic progress or personal conduct

A car permit may be withdrawn, with immediate effect, if any of the above conditions are not met.

#### 4. **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 compartment of the car to reduce the opportunity for theft.

**STUDENTS BRING THEIR CARS ENTIRELY AT THEIR OWN RISK. THE COLLEGE WILL NOT BE HELD RESPONSIBLE FOR ANY DAMAGE TO CARS OR LOSS OF PROPERTY.**

#### 5. **SCHOOL REGULATIONS**

For the safety and wellbeing of all members of the school community it is necessary for the school to set fundamental conditions which must be adhered to by all students granted permission to bring their vehicles into school and park in the College grounds.

Students who have been given this privilege have also been entrusted with this responsibility. We therefore expect all drivers to comply with the following:

- a) All drivers must be registered, along with details of their vehicle. The College must be informed of any change of vehicle. All drivers of a vehicle must be registered.
- b) To drive with the utmost care and attention at all times.
- c) To arrive in school on time for first commitments at 8.40am and to park **only** in the Sixth Form car park. If this is full then permission extends to allow overspill parking **only** in the Ormiston car park (in the row closest to the playground). As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- d) The car is not to be used throughout the school day without permission from the driver's Head of Year, Head of Key Stage, or a Vice-Principal. This includes travel within the school grounds.
- f) Drivers must observe any restrictions within the school grounds, including not exceeding the maximum speed of 15 mph. They must drive with due care and attention at all times.
- g) Drivers may not carry passengers unless express permission has been given by a Head of Key Stage/Head of Boarding, and an 'Application to Carry Passengers' form has been submitted and approved. Any passenger must present a letter of consent from their Parent/Guardian to the Head of Key Stage, clearly indicating that they are fully aware of the arrangement.
- h) All cars must have valid road tax. Drivers must have full insurance in place.
- i) Attendance, punctuality, conduct and academic progress must be to a satisfactory level before permission will be given to bring a car into school (See Section 3 above). This permission may be withdrawn, with immediate effect, if any of these issues become a concern.
- j) When leaving the grounds for any reason, the driver must sign out at Front of House (and sign in on return).

**A violation of any of these conditions may lead to permission to park in the school grounds being revoked. If a student subsequently parks or brings the car to school without permission it will be treated as serious misconduct.**

In the interest of health and safety for other students and staff, and to preserve the grounds, motorbikes of any size belonging to students may not be driven on or into the grounds of Campbell College at any time.

### **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 car park beside Senior Boarding
- c) The car may not be used at any time without permission from the Head of Boarding.

### **LIMITED CAR PARKING**

There are limited spaces in the College for pupil parking, so it may be necessary to enhance these criteria. If that becomes necessary, then the distance a pupil lives from the College will be taken into consideration. If a pupil lives within a reasonable distance, or on a straightforward public transport link, they may not be given permission to park in the College, or their permission will be withdrawn.

### **PARKING / DRIVING OUTSIDE THE GROUNDS**

At all times when in uniform, pupils represent Campbell College. Any actions which damage the good reputation of the College will result in a car permit being instantly withdrawn or the issue may be progressed under the Positive Behaviour Policy.

## **6. REVIEW OF POLICY**

This policy will be reviewed by the Board of Governors at least every two years; however, the College may revise the policy at any time it considers necessary. The latest version will be available on the school website or by contacting the College. A hard copy of the policy/application form can be collected from Front of House.

## **7. BREACH OF STUDENT CAR USE REGULATIONS**

The privilege of bringing a car to school is solely in the gift of the College **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 drive and park a car on College grounds; additional sanctions will apply. The College may deem a breach of the car use regulations to be more severe than the stages outlined below and may progress sanctions faster and/or higher.

By allowing their son to bring his car into school, parents must agree to, and fully support the actions taken by the College to ensure this policy is adhered to.

These steps are for guidance, and may be enhanced if deemed necessary:

**Stage 1**  
Breach of Student Car Use regulations

One week permit suspension may be applied, which may include a detention.  
Parents will be informed.



**Stage 2**  
Further breach of regulations

Car permit suspended (up to 4 weeks)  
Parents informed in writing.



**Stage 3**  
Further breach of regulations

Car permit may be further suspended or may be withdrawn permanently  
Parents informed in writing.



**Stage 4**  
Continued breach of regulations

Permanent withdrawal of car permit and  
Formal Disciplinary Procedures

**Car permits may also be suspended or withdrawn with immediate effect if concerns develop in terms of attendance, punctuality, academic progress or conduct.**

**Sixth Form students are expected to act as ambassadors of the College and any breach of the car policy may result in suspension or loss of promoted positions such as Prefectship.**

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



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## **APPLICATION FOR STUDENT TO DRIVE AND PARK IN SCHOOL GROUNDS**

### **SECTION 1      REGULATIONS [Copy for Parents]**

**Pupils may only apply to drive and park in the College grounds if they are in YEAR 14, and meet the required conditions of conduct, academic progress, attendance and punctuality.**

**This permit is issued on the understanding that the following rules and regulations are complied with:**

- a) All drivers and vehicles must be registered and display their registration badge.
- b) To drive with the utmost care and attention at all times.
- c) To arrive in school on time for first commitments at 8.40am and to park **only** in the Sixth Form car park. If this is full then permission extends to allow overspill parking **only** in the Ormiston car park (in the row closest to the playground). As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- d) The car is not to be used throughout the school day without permission from the driver's Head of Year, Head of Key Stage, or a Vice-Principal. This includes travel within the school grounds.
- f) Drivers must observe any restrictions within the school grounds. They must adhere to the maximum speed limit of 15mph and drive with due care and attention at all times.
- g) Drivers may not carry passengers unless express permission has been given by a Head of Key Stage/Head of Boarding, and an 'Application to Carry Passengers' form has been submitted. Any passenger must present a letter of consent from their Parent/Guardian to the Head of Key Stage, clearly indicating that they are fully aware of the arrangement.
- h) All cars must have valid road tax. Drivers must have full insurance in place.
- i) Attendance, punctuality, conduct and academic progress must be to a satisfactory level before permission will be given to bring a car into school (See Section 3 above). This permission may be withdrawn, with immediate effect, if any of these issues become a concern.

<p><b>FAILURE TO COMPLY WITH THE REGULATIONS AS DETAILED ABOVE MAY RESULT IN THE WITHDRAWAL OF THIS PRIVILEGE AND THE MATTER MAY BECOME A DISCIPLINARY CONCERN.</b></p>
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## **SECTION 2**      **TO BE COMPLETED AND RETURNED TO FRONT OF HOUSE**

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

<b>PUPIL'S FULL NAME:</b>	
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### **CAR DETAILS**

Reg. No:		Make:	
Model:		Colour:	

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

### **TO BE COMPLETED BY STUDENT**      *(Please tick the statements below)*

I have read the Student Car Use policy fully, including the regulations on page 5.

☐

I agree to abide by College regulations and the policy on student car use.

☐

I understand that if any of the regulations are broken, I may lose the right to bring my car into school or park on College grounds, with immediate effect.

☐

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

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

### **TO BE COMPLETED BY PARENT / GUARDIAN**      *(Please tick the statements below)*

I have discussed the rules and regulations with my son and give my permission for him to bring his car to school and park on College Grounds.

☐

I have read the College Policy and understand that my son will lose the right to park on College Grounds if he breaks any of the regulations above, and I will support the College's decision.

☐

I understand that any damage caused to a car or loss of property from within a car will not be the responsibility of the College.

☐

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

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

### **COLLEGE USE ONLY (THIS MUST BE SIGNED OFF BY HEAD OF SIXTH FORM OR A VICE-PRINCIPAL)**

Application Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**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 to and from school.

**A NOTE FROM THE PASSENGER'S PARENTS/GUARDIANS WILL ALSO BE REQUIRED INDICATING THEIR AGREEMENT TO THE ARRANGEMENT. THIS MUST BE INCLUDED WITH THE APPLICATION.**

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

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

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

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

**COLLEGE USE ONLY**

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

Signed \_\_\_\_\_ (HoKS/VP)      Date \_\_\_\_\_