

**Request Form to use the disabled parking bay in the staff car park on a regular basis to drop off or collect a pupil from school at the beginning or end of the school day.**

**Agreement between parent/carer and the school.**



St. Dunstan's is fully committed to supporting the needs of all our families and to ensuring equality of access for all. We have a disabled parking bay in the staff car park, but this bay is not for any individual's specific use. For this reason, we ask please that requests are made using this pro forma so that a response can be given by the school and any conditions of use are made clear to

both parent and school. A copy of this form will be held by the school and the person to whom this request relates (or their parent if they are a child) will be given a copy for their records.

Our disabled parking bay is located directly adjacent to the main school entrance. If you or your child have severe mobility problems for a temporary period of time, or if you or your child are holders of a blue disability badge, you can use this form to apply to enter the staff car park and park in the disabled bay at drop off and pick up times. There is an electric barrier at the entrance to the school drive. Drivers will need to press the buzzer to gain access to the site and to identify themselves and any passengers. Drivers needing to use the disabled bay will only be given access by prior agreement.

Holders of Blue Badges are asked to make themselves known to the school at the time of application, and to identify themselves to the School Office Manager, if they wish to use the car park regularly.

Holders are asked to display the Blue Badge when they park in the school's car park, where it can be clearly read through the front windscreen. If you are not a disabled badge holder, the school will issue a parking pass for you that must be displayed on your dashboard when using the parking bay.

Full name of person requesting use of the disabled parking bay in the staff car park and the reason why this request is being made:

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Full address of person requesting use of the disabled parking bay in the staff car park:

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Mobile phone number of person requesting use of the disabled parking bay in the staff car park: \_\_\_\_\_

Names of child/ren that will be being dropped off or collected:

\_\_\_\_\_

Names of person holding the disabled blue parking badge (please print):

\_\_\_\_\_

If you are not the holder of a disabled badge, and are requesting temporary use of the disabled parking bay due to severe mobility issues of a temporary nature, please give details for the application here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The period of time I would require use of the disabled parking space is: \_\_\_\_\_

**Agreement:**

By signing this form I agree to the conditions explained below:  
I will not leave any child alone in a vehicle by themselves.

I understand that the school will not take responsibility for the safety or security of my vehicle whilst on school site. I will take responsibility for my own car when it is parked on school site.

I understand that the disabled bay may be in use, or that another user may park behind me so that two spaces can be used. I may have to wait for the space to be available.

I understand that in the interests of fairness, the School reserves the right to refuse access to vehicles containing the Blue Badge holder or person for whom the request is made, if a non-registered disabled parent/carer or authorised adult is the driver or additional passenger in the vehicle. This exception is on the grounds that we would assume the non-disabled driver or passenger would be able to collect, drop off or wait for their child in similar ways to other non-registered disabled parents/carers or authorised adults and not benefit from the concessions and privileges allowed to legitimate users.

Signed by the applicant: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date form completed: \_\_\_\_\_

Signed by Mrs O'Donovan, Assistant Headteacher (pastoral) \_\_\_\_\_