Student Parking Policy
of

Jesus & Mary Secondary School.
Gortnor Abbey

School Patrons: Le Chéile Schools Trust clg.

This Policy has been approved by the Board of Management at its meeting of

DATE: 26-3-2026

CHAIRPERSON: Paul Mc Dermott

Mr. Paul Mc Dermott

NEXT REVIEW DATE: 26-3-2029

Student Parking Policy

ADOPTED BY THE BOARD OF MANAGEMENT 2026

The Board of Management of Jesus and Mary Secondary School Gortnor Abbey has adopted the following Policy

This policy is available to our school community on the school's website and in hard copy on request. This policy and its implementation will be reviewed, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.

Student Parking Policy

1. Introduction

Jesus & Mary Secondary School, Gortnor Abbey recognises that some senior students may need to drive to school due to transport or family circumstances. However, the presence of vehicles on school grounds presents potential safety risks for students, staff and visitors.

This policy regulates student driving and parking in order to safeguard the health and safety of the entire school community and ensure that vehicles on school grounds are managed safely. Safe driving habits and appropriate speed limits must always be observed on school property.

This policy applies to all students who wish to drive to school, all vehicles driven by students onto school property and the parents/guardians of those students.

Parking on school grounds is a privilege and not a right and may be withdrawn at the discretion of school management.

2. Definitions

Student Parking refers to vehicles driven by students onto school property and parked in the designated student parking areas.

School Property refers to all grounds and parking areas belonging to or under the control of Jesus & Mary Secondary School, Gortnor Abbey.

School Management refers to the Principal, Deputy Principal and the Board of Management.

3. Purpose

- Ensure the safety of all members of the school community
- Regulate student parking on school grounds
- Promote responsible driving behaviour
- Prevent disruption to the school day caused by vehicle use
- Ensure clear procedures for registering and managing student vehicles

4. Procedures

a. Permission to Drive to School

Students are strongly discouraged from driving to school unless it is absolutely necessary.

Students who hold a full driving licence may apply to senior management for permission to drive to school. The following conditions must be met:

- A Student Parking Application/Consent Form must be completed.
- The form must be signed by the student and parent/guardian.
- Evidence of a valid driving licence, motor insurance and vehicle registration details must be provided.

Applications must be approved by the Principal or Deputy Principal before a vehicle may be brought onto school grounds.

b. Vehicle Registration

Students must register their vehicle with the school prior to parking on school property.

Any change of vehicle must be reported to school management and may require a new registration.

c. Parking Regulations

Students granted permission to drive to school must comply with the following:

- Vehicles must be parked only in the designated student parking area.
- Vehicles must be locked once parked.
- Vehicles must not be entered or moved during the school day without permission from school management.
- Students must observe safe driving practices and school speed limits at all times.
- Speeding, reckless driving or excessive noise on school grounds or near school buildings will not be tolerated.

d. Car Key Procedure

Students must sign their car keys into the school office each morning on arrival. Keys must remain in the school office during the school day and be signed out when the student leaves school at the end of the day.

Students may not access their vehicles during the school day without permission from school management.

e. Passenger Restrictions

Students driving to school may not carry passengers who are not siblings.

Transporting other students is prohibited unless written permission from the parent/guardian of the passenger has been submitted and approved by school management.

f. Extra-Curricular Activities

Students attending extra-curricular activities, school trips, matches, competitions or school events must travel using the transport organised or provided by the school.

Students are not permitted to travel to or from such events in their own vehicles unless specifically authorised by school management.

g. Student Responsibility

Students permitted to drive to school are expected to demonstrate responsible behaviour at all times.

Parking privileges may be revoked if a student breaches this policy, engages in unsafe driving behaviour, or has ongoing issues with attendance, punctuality or school discipline.

Liability
Vehicles parked on school grounds are parked at the owner's risk.

The school accepts no responsibility for damage, theft or incidents involving vehicles while travelling to or from school or while parked on school property.

i. Breach of Policy

Failure to comply with this policy may result in withdrawal of permission to park on school grounds and disciplinary action in line with the school Code of Behaviour.

Serious breaches may result in permanent loss of parking privileges.

Policy adopted by the Board of Management:

Signed: _____

Chairperson, Board of Management / Manager

Date: _____

Appendix 1:

Application /Consent form for Student Parking

Application/Consent Form for Student Parking

Student's Name: _____

Year: _____ Date: _____

Vehicle Information:

Reg Number: _____

Model: _____ Colour: _____

Having read the school Vehicle parking policy for students:

We the parents of _____ give permission for my son/daughter to drive a car to Gortnor Abbey with the complete understanding and agreement of the following.

1. I acknowledge that I will not hold the school responsible for any issues that may arise while travelling to/from school and/or during
2. A violation of these rules is seen as a serious breach of school rules and will be dealt with accordingly.
3. Policies, Procedures and rules are there for the protection and safety of your son/daughter. If these are not followed, the school cannot be held responsible.
4. I enclose a copy of the student's car insurance and driver's license.

I have read and agree with the Gortnor Abbey Vehicle Parking Policy for Students.

Parent 1 Signature: _____Date: _____

Parent 2 Signature: _____Date: _____

Student's Signature: _____Date: _____

Carrying Passengers :

Yes or No: _____

If Yes – Who?

_____

Has written authorisation been provided by the passenger?

Yes or No: _____

Vehicle Parking Procedure for Students

- Students must be in school at all times from 8.54am until 3.45pm unless the school has otherwise been informed.
- Permission to leave procedures must be followed. A permission to leave school must go up on the school app by 08.30am. Your son/daughter must also sign out at the office.
- Car keys must be dropped off at the office each morning. They will be signed in and signed out.
- Your son/daughter does not have permission to bring other students to and/or from school unless the school has been given these names on their original form. Those students must also have parental/guardian signed permission.
- Your son/daughter does not have permission to leave at break/lunch or for any class period.
- Your son/daughter must reverse park in the student car park.
- Our school parking policy is designed to safeguard the health and safety of all persons on the school grounds. Safe driving habits and speed limits must always be observed.

- Students are strongly discouraged from taking cars to school; however, if it is absolutely essential for a student to drive to school they must register their vehicle with the school by contacting the Deputy Principal.
- Speeding, reckless operation, making excessive noise etc. on school grounds or near any school building will not be tolerated.
- Parking on School grounds is a privilege that may be revoked on the basis of school truancy, arriving late, attendance problems or violation of these rules or of other school rules and procedures.
- All applications must be accompanied by a copy of the student's car insurance and driver's license.
- **No learner Drivers** allowed as it is illegal to drive unaccompanied by a qualified driver. **"N"** plates must be displayed.

Appendix 2:

Passenger Parent/Guardian Consent

PASSENGER

Parent/Guardian Consent Form

To School Management,

I, _____ parent/guardian of _____ give permission for my child to travel to and/or from school with _____ in their personal car, which has been registered with the school.

I acknowledge that my son/daughter will adhere to school rules and procedures around attendance, time keeping and leaving school grounds that include, but are not limited to, the following;

1. Students must be in school at all times from 8.54am until 3.43pm unless the school has otherwise been informed.
2. Permission to leave procedures must be followed. A 'permission to leave' with the day and time must go up on the school app by 8.30am. If your son/daughter is not being signed out at the office by you, the parent/guardian on that day, it must be noted on the permission to leave that they are travelling in the designated car as indicated above.

I acknowledge that I will not hold the school responsible for any issues that may arise while travelling to/from school and/or during unexplained times with the above-named student.

Signed: _____

Date: _____