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Dear Parent/Carer,

Parking

Welcome back to you all and thank you for your support and patience with our car parking.

We have a number of new parents dropping off, so I thought it would be helpful to send information regarding the process.

- Bus drop off is 9.10am and pick up at 2.45pm
- Parent drop off is 9.20am and pick up at 2.55pm

Please DO NOT get here earlier than 9.15am or 2.50pm, as there will not be space for you to park at these times and it causes congestion in the car park and on the industrial estate. Anyone arriving before these times may be asked to leave the car park, to ensure the safety of staff and learners.

We pedestrianise our car park once all buses are parked, and no vehicles will be able to move during this time, so that pupils can be collected safely. The red and white barriers show when the area is pedestrianised.

Once buses leave, we will invite parents to park their cars. Please, where possible, park your car on the side of the car park next to the school building (left side when coming in). If that is not possible, please park on the right and wait until a space becomes available and then move across to the building side.

Our staff WILL NOT be able to collect your child from the other side of the car park. We can only collect learners from the building side. It is your responsibility to stay with your child until they are collected by a member of staff, unless an alternative has been agreed with your child's teacher.

Please DO NOT ever let your child get out of the car if it is not parked in a bay. This is too dangerous due to the amount of moving traffic. Pedestrian crossings must be used to cross the car park, as drivers are

required to stop at these. **Please do not park over the pedestrian crossing.**

Please be patient with us. We will always try to collect your child or bring them out at the end of the day as quickly as possible but have a large building and will be bringing children out in a way that is safe.

Whilst it is very rare, **abuse towards any of our staff will not be tolerated and may lead to a verbal warning, written warning or a ban from the school car park.**

The safety of our learners is always our main priority.

Thank you so much again for your support with the start and end of the day.

Best wishes,

Maggie and the car park team