



25th April 2018

Dear Parents,

Safe drop off and collection of students from school

During the start and end of the school day, the community experiences an increase in traffic as students arrive and depart from school. With this in mind we would like to remind parents of the safety arrangements for dropping off and collecting your child, which should enhance the safety of students and residents during this time:

- At the beginning of the school day (8:30am to 8:45am) parents are invited to use the school layby to drop off their child. Students should access school through the school gate prior to the school bell at 8:45am. If students arrive after this time they should enter via the Visitor Entrance to sign in at General Office.
- At the end of the school day (from 2:45pm to 3:30pm) parents must not park in the school layby, as the layby is required for the coaches and minibuses collecting students.
- If visiting school during the school day, parents are invited to use the visitor car park at the front of school. Please do not park in the school layby as access is required during the school day for coaches collecting and dropping off students for various reasons.
- Parents who are collecting their children at the end of the school day should arrange to meet their child at a safe location within the community. Please be mindful not to do the following when collecting your child:
 - Park partially or wholly on the pavement as this obstructs students and pedestrians.
 - Park across residents' driveways, or across small access roads.
 - Park directly opposite school as this results in vehicles overtaking onto the opposite side of the road when students may be attempting to cross.
 - Park opposite or within 10 metres of a junction/mouth of a road.
 - Drive along the pavement

Thank you for your continued support.

Yours sincerely,

M Cunniffe

Mr M Cunniffe
Head of School

Outstanding education at the heart of the community