

Thursday 20th September 2018

Dear Parents and Carers,

Re: New arrangements for use of Car Park and Walkway

Thank you to parents for working with us on refining our process in relation to the car park arrangements. We are pleased to confirm that the new walkway, which connects both sites, has now been completed by the contractors on behalf of Department for Education (DfE). **From Friday 21st September could you please use the new walkway** (map attached).

We need parents to continue to obey the car park protocols that we are implementing. Can we please remind you that this co-operation is vital for this year only, until we can use the new building - which will become operational by September 2019.

COMMON CAR PARK RULES TO BE ADHERED TO:

- Drive slowly, give way and respect pedestrians and other drivers
- Reverse park into designated car parking space, this assists leaving swiftly
- Stick to parking in suggested designated zones
- Where possible, walk on pathways in an orderly manner
- Please **DO NOT ARRIVE** any earlier than the agreed pick up time
- **TURN LEFT** when leaving the car park to use roundabout – this ensures a smooth flow of traffic
- **NO PARKING** outside the car park on the road, traffic wardens have been informed to patrol the area and fine as necessary

COMMON WALKWAY RULES TO BE ADHERED TO:

- It is your responsibility to walk your child(ren) down the entire length of the walkway and do not leave them unattended. Please note that fencing works to secure the path and 1 acre of school land are still in progress
- The gates at both ends of the walkway will only be opened at the collection times agreed previously
- Please support use by following the signage at both sites

STAFF

- Where possible all Staff to use Link House car park. If required to use Eden House, please park immediately at front of Car Park on right hand side as you enter, as shown in map

RECEPTION

3.15pm Pick up

- Parents/Guardians to arrive at the car park no early than 3.05pm to collect your child(ren)
- Please then proceed down the walkway at the back of the car park to collect your child(ren) from Link House, EYFS gate at 3.15pm.

4.00pm Pick up

- Parents/Guardians to arrive at the car park no early than 3.50pm to collect your child(ren)
- Please then proceed down the walkway at the back of the car park to collect your child(ren) from Link House, EYFS gate at 4.00pm.

- You are required to park in 2 locations, as indicated on the map:
 - o At the front of Eden House
 - o At the back of Eden House opposite and adjacent to the walkway

YEAR 1 TO YEAR 4

- Parents/Guardians to arrive at the car park no early than 3.50pm to collect your child(ren)
- Please then proceed down the walkway at the back of the car park to collect your child(ren) from Link House at 4.00pm

- You are required to park in 2 locations, as indicated on the map:
 - o At the front of Eden House
 - o At the back of Eden House opposite and adjacent to the walkway

YEAR 5 & 6

- Parents/Guardians to arrive at the car park no early than 4.00pm to collect your child(ren)
- Please then proceed down the walkway at the back of the car park to collect your child/children from Link House at 4.10pm.
- You are required to park on the right hand side of the car park, as indicated on the map.

YEAR 7 TO YEAR 10

- Parents/Guardians to arrive at the car park no early than 4.05pm to collect your child(ren)
- Please then proceed down the walkway at the back of the car park to collect your child/children from Link House at 4.15pm.
- You are required to park on the right hand side of the car park, as indicated on the map.

PRIMARY CHILDREN WITH SIBLINGS IN SECONDARY

- If your child(ren) in Primary has a sibling in Secondary, then your pick up time will be that of the Year 7 – Year 10 timings. The child/children in Year 1 – Year 6 will be released with their older secondary sibling who will then meet their Parent/Guardian at the designated pick up point.
- Parents/Guardians to arrive at the car park no early than 4.05pm to collect your child(ren)
- Please then proceed down the walkway at the back of the car park to collect your child(ren) from Link House at 4.15pm
- **If your child(ren) is in Reception**, Parents/Guardians must collect from the EYFS gate at 4.00pm before collecting older siblings at 4.15pm. Therefore please arrive at the car park no early than 3.50pm.
- You are required to park on the right hand side of the car park, as indicated on the map.

Pick Up Point

On entry into Link House from the walkway gate, Parents/Guardians are requested to stand at the sign posts marked with the year group/phase that their child(ren) are in. This is where you will collect your child(ren) from. Primary children will only be dismissed by their teacher once the teacher has identified their Parent/Guardian.

Please note that Police will be present at times to enforce parking violations and inappropriate car seats.

I cannot re-iterate and stress enough how important it is that the above processes are followed to allow a smooth operation of dropping off and picking up your child(ren). Please continue to work with us and we will continue to refine arrangements until everything is in place. We welcome any positive feedback that will help us improve our arrangements.

Kind regards,

Mr S. Heer

Trustee