

September 2021

Dear Parents and Students

## **ARRANGEMENTS FOR ENTERING AND LEAVING THE SCHOOL SITE**

You will appreciate that the school is required to review Health and Safety arrangements on the school site in order to safeguard student safety. We are always concerned that students at the start and the end of the day can move safely despite heavy traffic throughout the school site.

Therefore, the following procedures operate:

- We have analysed student lateness and for some students a considerable amount of time is being wasted through poor punctuality in the morning. Students should be in their tutor groups by 08.45am. With this in mind we have decided to close the gates from 08:50.
- During the school day **ALL** vehicles must enter the site through the lower gate off Warden Hill Road and observe the **5mph** speed limit.
- During the school day **ALL** vehicles must leave the site through the upper gate leading onto Links Way and Warden Hill Road. Please note, the site operates a **ONE-WAY SYSTEM**.
- During the school day parents cannot park in the Staff Car Park as it is already heavily congested and should also avoid parking in the bus bays. There are a limited number of visitor parking bays.
- **ALL** students entering and leaving the site as pedestrians **MUST DO SO VIA THE LOWER GATE**. Students must **NOT** walk out of the top gate, as there is no pavement.
- Cyclists may still leave the site through the top gate and should observe the one-way system like other vehicles.
- At the end of the school day if you are collecting your child you cannot park on the school site unless we have issued you with a pass for a medical exemption or it is a genuine emergency. Staff on the gate will turn you away. You must wait until 3.10pm
- You are encouraged not to park on Warden Hill Road at any point at the end of the day. If you feel you must collect your child from the school gate, please park away from the school and walk to the gate.
- We have an arrangement with Homebase that we can use their carpark as a drop-off and pick-up of your children in the mornings and afternoon, this reduces the congestion on Warden Hill road significantly.
- You are encouraged to collect your child from 3.10pm outside reception. They can wait outside reception in complete safety and you can drive through the school grounds to collect them, away from the traffic.

Please can you ensure that your son/daughter knows what the arrangements are and adheres to them. We understand that parking is particularly difficult at the moment but are sure you will agree that the safety of our students is of paramount importance.

Yours sincerely

**Mr A Bull**  
**Headteacher**