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9th September 2022

Dear Parent/Carer,

As we have a large number of new students and families working with us at this time of year, it may be timely for the school to provide details of our protocols regarding parking and 'drop-off' and 'pick-up' of students. It is a school expectation that parents and carers will not drive onto the school site between 8.30am and 9.05am, and between 3.10pm and 3.50pm. It is also expected that parents and carers will not seek to park on the site unless they have been invited in for a meeting, in which case they can use one of our visitors' parking spaces, if one is accessible. The nature of the school site means that an influx of traffic at the end or the beginning of the school day can cause severe traffic problems on and around the site and could make the site unsafe for students, especially as we have an increased number of students who now use taxis to pick up and drop off, and these must have access to the 'pick up area' at the front of school. It also results in blockages of Ransom Road and Catherine Road, which causes inconvenience for local residents and for anyone attempting to leave the school, and increases the risk of accident and injury.

Parking or stopping anywhere on Ransom Road or Catherine Road also causes blockages of the roads that could result in delays and dangerous situations around the school gate. If you do need to stop close to the school at the beginning or the end of the school day for the purposes of picking up or dropping off, I would ask that you stop on the main road beyond the entrances to Ransom Road and Catherine Road, in order to keep the approaches to the school clear. If all parents and carers follow this procedure this will help us to maintain a safe site and good relationships with our local community.

Exceptions to the protocols regarding driving on to site will be made in cases where the parent or carer of one of our SEN students needs to drop off or pick up their child. Mrs Moore, our SENCO, can arrange for an SEN student's parent or carer to be given a pass that allows access to the site during the restricted periods, in cases where the specific needs of the students make this necessary. Please do contact Mrs Moore if you feel that you require a pass or want to find out more about arrangements for SEN students. Please note that a student who has been incapacitated by illness or injury can obtain a temporary pass for pick up and drop off during restricted periods from the school reception. If your child is vulnerable for any other reason and feel that you need to drop them off or collect them on site, please contact your child's Head of Year and ask for a pass to be arranged.

I hope that this letter will help to clarify the school's expectations. Please contact me at Farlingaye if you have any queries about any of the matters addressed here.

Yours sincerely,

Dr Sievewright
Headteacher