

19 April 2024

## **Use of staff and visitor car park**

Dear Parent/Carer,

The school has undertaken a review of our procedures for safe use of the staff and visitor car park. This has been carried out because there have been some unsafe incidents regarding unauthorised access, parking and pedestrian use of the car park. As a result, we are reissuing guidance on existing requirements and implementing some changes to its use.

- The school is implementing a 'no vehicle movement at peak times' policy from Monday. There will be no access to the car park between 8.35-8.55am and 3.10-3.25pm.
- The internal gate between the car park and main reception, and the double gates on Cornwall Road will be locked during these times.
- Due to limited parking spaces and to reduce vehicle movement at other times, we are unable to permit parental use of the car park, other than in exceptional circumstances where prior consent has been given. Where prior consent has been given, this is subject to the 'no vehicle movement at peak times' policy and all vehicles must follow the one-way system as indicated by the marked arrows.
- The car park may not be used to pull in to drop off/collect pupils either by parents or by taxi firms, unless a car parking space has been reserved and prior permission has been given. The no access/movement times continue to apply, along with the one-way system.
- Due to possible vehicle movement at other times, pedestrians are not permitted to use the car park as a shortcut between school and Cornwall Road.

The school has implemented these arrangements to ensure the safety of pupils, parents, staff and visitors, and thanks you for your support in this matter.

Yours sincerely,  
Mr C Metcalfe  
**Principal**