



7th March 2019

Parking on the School Site Wednesday 13th March

Dear Parents/Carers

Next **Wednesday 13th March** we have a large group of students attending The Skills Show at Chateau Impney in Worcestershire. The students will be travelling by coach and therefore we need to make some special arrangements on the day to ensure the safety of the departure and the return of the coaches.

The coaches will load on the school driveway at approximately 11:30 am and we will cone off the area and ask parents to remove all cars from the driveway. Please can you ensure that if you are on the school site at 11:30 am you are not parked in the driveway but use the overflow car park or an alternative area. Holywell parents have also been asked to help with this request.

When the coaches return they will need to enter the school site safely in order that students can unload and so that staff can complete their normal safety checks for the end of the trip. Once again, the school driveway must be kept completely clear to allow the coaches to enter the site, turn in the circle and then for students to exit the coaches on the footpath side of the roadway. To assist with this, the gates will be closed at approximately 2:15 pm and parents will not be able to access the school site. In case of emergencies and deliveries both site staff and senior staff will be in attendance at the gates to assist. Again, Holywell parents have been asked to keep cars off the site and to help to keep the roadway clear. Once the coaches have departed the school site then the gates and driveway will be open as normal.

If you pick your child up by car on Wednesday 13th March, please can you make alternative arrangements on this occasion. The Country Park car park which borders the school has lots of car parking space and students can leave the site using the pedestrian gates to meet parents.

Many thanks for your help with this next Wednesday as the safety of the students from both schools is of paramount importance.

Yours sincerely,

Mr A W Roll
Headteacher