

15th November 2021

Dear parent/ carer

Re: Parking and dropping off on the Academy site

At the beginning and end of the day, the majority of our students enter and exit the site via our Milehouse Lane gate. We have a duty of care to our students to ensure that they can enter and exit the site safely.

We are noticing an increase in the number of vehicles using the visitor carpark to drop off and collect students at the beginning and end of the Academy day. Whilst I understand that this provides a greater level of convenience for many families, it is becoming difficult to ensure the safety of our students during the times they are entering and leaving the site. Students need to walk across the vehicle driveway if they turn left out of the gate, and the volume of cars going in and out causes an increased risk to safety.

Could we please take this opportunity to remind all parents and carers that there is no access available to the visitor car park between the hours of **8:00am-8:45am** and **2:45pm- 3:30pm** daily. We kindly request that you use the marked parking laybys on Milehouse Lane or arrange a convenient location to meet your child away from the Academy site. Please be considerate to local residents by not parking on pavements or in front of drive ways. The only exceptions to this will be for students with mobility or diagnosed SEND issues, booked taxis, and students accessing the ASC resource. If you require the use of the visitor carpark at pick up and drop off times for one of these reasons, please email office@toa.shaw-education.org.uk with the following information so that a vehicle pass can be issued:

- the reason for needing to use the carpark,
- the student's name
- The make, colour and vehicle registration number of your car

The pass will need to be clearly displayed on your dashboard or shown to staff before turning onto the driveway once directed. The safety of our students and staff is always our priority, and we thank you in advance for reducing the traffic to and from the site at our busiest times.

Yours sincerely



Mrs E Postlethwaite
Assistant Principal