

ST. ANNE'S CATHOLIC PRIMARY SCHOOL

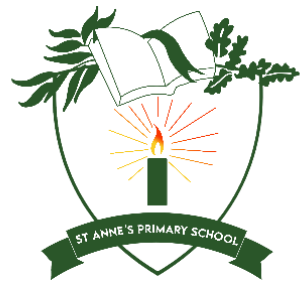
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Headteacher: Mrs L M Harris



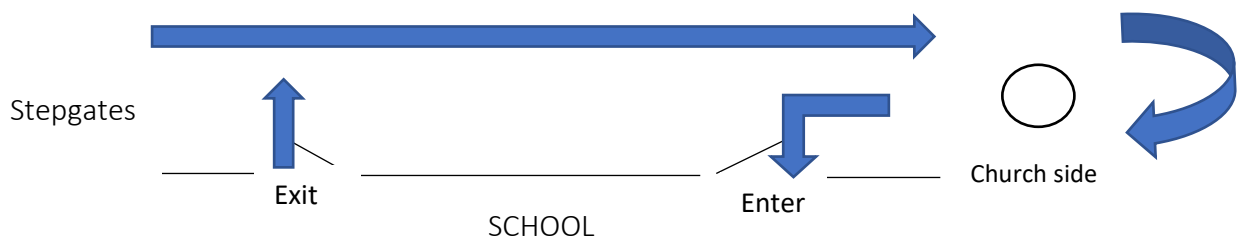
Dear Parents,

As you know building work is well underway at St Anne's for our new school hall.

We wanted to take this opportunity to remind you of the pickup and drop procedures and some changes to access due to the building works. It is imperative that these instructions are followed, you will be challenged and asked to move your vehicle if you do not flow them. This is not to make things awkward but to keep the flow for all parents and to ensure that the children, parents and staff walking through the parking area are kept safe.

For morning drop-off, the process is the same, for new families and as reminder to all this is to prevent traffic congestion outside school and restricts access for staff needing to get in ready to greet the children.

Please use the mini roundabout by the church to ensure a smooth flow of traffic both entering and exiting the school grounds. See diagram for an explanation:



Please drive in the gate nearest the school field, drop as quickly as possible and exit using the opposite gate. If you wish to spend a little more time saying goodbye, please park on the road in an unrestricted area (Parking wardens are patrolling so please park legally) or in the Library Car Park and walk down the path alongside the school. This will be beneficial in so many ways – you and your children can have a morning exercise, spend some quality time seeing the outdoors and reduce pollution along the way.

As well as the above please let me remind you of our rules concerning the morning drop-off.

- The staff are not on duty until 8.45am, so no children should be dropped off and left in the playground before this time and no cars should be parking in the drop-off area before this time.
- Weather permitting, walking, cycling or scootering into school is encouraged. Children can leave their bikes / scooters at the front of the school but are not permitted to cycle/scooter in the school grounds.
- The Library Car Park at the end of the alleyway is free for 45 minutes for parents with a permit. I would urge parents to use this system, especially if your child needs a bit more time to say goodbye. Please use the link below to request a permit. Once issued, your permit will be sent home with your child.
<https://forms.office.com/Pages/ResponsePage.aspx?id=kqDJp4wyLUqCUkcoakYuD7lWEXstUFpJqj4VVeO4VWFUOVRaMEVDR1VDVTUwQVM1T1FDTK5PMkc1Sy4u>
- Parents are only allowed to pull into school for the drop-off zone from 8:40am, unless your child is attending breakfast or morning clubs. At no point should any parent stop and park on the drop-off.
- Please leave the school immediately once your child has been dropped off/walked in. Do not wait here ahead of 8:40am as staff cannot get into school and it causes congestion out on the main road.
- **The car park at the front of the school is a designated staff parking area but also part of the building works area currently so please do not park and drop off your child in this area at any time during the day. This is strictly forbidden for safety reasons.**
- When dropping for breakfast club please use the entry gate as shown above and park in a space – not in front of reception as detailed above rather than blocking cars or empty spaces or stopping in the drop off zone and drive slowly. This is for everyone's safety.
- When collecting from after school club the only gate open will be the exit gate, please take extra care as cars will be coming in and out of this gate and again park in a space and not anywhere else.
- If you need help getting a pushchair or bike and the ramp is out action while the building works happen, please call the office who will arrange help for you. Equally if disabled are required, we can facilitate this by opening the playground gates to gain access via another entrance.
- Please follow the protected route when walking in and out in the mornings and afternoons around the building site.

We are very lucky to have the facilities to allow parents to drop off their children, but we can only continue to allow this if the arrangements are followed by everybody!

Thank you for your understanding.

Mrs Harris