



18th September 2014

Dear Parent/Guardian

CAR PARK SAFETY

It has been brought to our attention that parents are using staff car parking spaces at the College to park so that students can be dropped off in the morning or picked up at the end of the College day.

Please could we ask that if you drive your child to school, you adhere to the following guidelines so that all pupils arriving and leaving school do so safely:

1. Under NO CIRCUMSTANCES park your car in the parking bays directly outside of the school building, or in any way obstruct the entrance to these parking bays.
2. Please DO NOT park your car in the staff car park. Please use the marked 'Drop Off Bays' each morning.
3. When picking up at the end of the College day please arrange to meet your child on Windward Way and not inside the College campus. This is due to the safety risk posed to students leaving the building. An additional parking area is available on the service road behind the school. This can be accessed from Windward Way next to the Kingdom Hall building.
4. For their own safety, please remind your child that they should be using the designated paths to walk on and not the roads around the College.
5. For students who bring in bicycles or scooters, they are reminded that they do so at their own risk, and we ask that they are not used on the College site.
6. Please adhere to the 5mph speed limit as there are a lot of pupils moving around site.
7. Can we also remind you that Sixth Form students are NOT to use the staff car park. If sixth formers drive to College, they are to find alternative parking. If a student is found to be using the staff car park they will be asked to move their car.

We would like to take this opportunity of thanking you for your support regarding this matter.

Yours faithfully

Mrs A Miller
Principal

Mrs K Craig
Principal

Principal: A Miller BA MA

Principal: K Craig BSc

