



6th September 2018

Dear Parent/Guardian

Re: All Years School gates and picking up and dropping off reminders

I am pleased to advise you that we have improved school site security over the summer holidays by installing electronic gates in two of our three entrances on Holt Lane, with the third one planned for the spring term.

- Gate 1 (nearest to Reading Road) – is for staff car parking only. However, students will be able to use a side pedestrian gate before 8.40am and after 3.30pm
- Gate 2 (main entrance by The Holt Building) – an electronic gate is planned in the New Year. However in the meantime it will be the only gate open between 8.40am-3.30pm each day.
- Gate 3 (furthest gate from Reading Road) – this entrance is for deliveries, contractors and staff parking only. However it will also be open for students before 8.40am and after 3.30pm.
- Gate 4 (on the Reading Road) – this pedestrian entrance will be open to students to use before 8.40am and after 3.30pm and will now be locked during the school day.

Going forward, all visitors and students who are late (arriving after 8.40am) should now use Gate 2 only please.

In the interests of road safety, can I please also remind you that:

- No picking up or dropping off is permitted on the school site unless special permission has been given
- Parents should not pick up or drop off on the zig zag or yellow lines at the front of the school or use the school entrances as turning points
- Parents must not park in St Paul's Parish Room car park or the Community Centre

We acknowledge the difficulty this causes busy parents but in the interests of health and safety please pick up or drop off your daughter further away from the school site and allow her to walk the rest of the way where possible. Alternatively picking up on Holt Lane is a much easier task after 3.45 pm and during the dark winter months parents are also permitted to park on site after this time.

Many thanks for your support.

Yours sincerely

Mrs Janet Perry
School Business Manager