

Our Ref: MDS/SM/libgenlet1718ss

20 October 2017

Dear Parent/Carer

Work has begun on the gates for the school site and we are expecting this work to progress during the half term holiday. From Monday 30 October 2017 we would like parents to follow the guidance below.

How do I access the school site?

You can access the school site either on foot or car by the Salthouse Road entrance. You should follow signs to the visitors' car park and park there. You would then follow the signs to Reception where you will need to press the buzzer on the door to gain entry to the building. All other doors will be locked.

The students can continue to access the school site via the Station Hotel entrance upto 8.45 am. Any parents or visitors wanting to come on to the site at that time should use the Salthouse Road entrance. Students can also leave via the Station Hotel entrance at 3.00 pm. The gate will then be locked at 3.10 pm.

What do I do when I drop my children off/pick them up, in the car?

You will access the school site through the Salthouse Road entrance and follow signs to the visitors' car park. You should park on the left hand side before your children get out of the car. This is to keep cars away from the buses which pull in on the right hand side of the car park closest to the school building.

What happens if there is an event after school hours such as a Parents' Evening?

Generally you will be expected to access the site from Salthouse Road entrance and use the visitors' car park. At times where additional parking is needed, the gate to the staff car park will be left open, and once parked, visitors should follow the signs which tell them how to access the building.

Lettings – AWP/Alexandra Hall

Additional instructions will be sent out as necessary when a booking is made with the school.

Thank you for your co-operation.

Yours faithfully



M D Savidge
Headteacher