

23<sup>rd</sup> November 2020

Dear Parents/Carers

**Re: Parking and dropping off on the Academy site**

As you are aware, we have made significant changes to the structure of our Academy day to ensure year groups are kept apart in line with Covid-19 guidelines. As part of these changes, we now use three different access points to the Academy including vehicle entry gate as the entrance and exit to/from the Academy site for different year groups.

We are noticing an increase in the number of vehicles using the visitor car park 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.

From **Monday 30<sup>th</sup> November**, there will be no access available to the visitor carpark between the hours of **8:15am to 9:00am** and **2:45pm to 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 driveways. 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](mailto: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**