

September 2023

Subject: Important Information Regarding Parent Drop Off and Pick Up Procedures

Dear Families,

As we settle into our temporary school building at Dixons Newall Green Academy, we wish to address a crucial matter concerning the drop-off and pick-up procedures for your children. Due to the limited on-site parking provided to us, families will be unable to use the car park at the front of the academy for drop offs and pick-ups. We therefore anticipate potential congestion on Greenbrow Road during morning and pick up hours. Our primary concern remains the safety of our students and the smooth flow of traffic for the community. Your cooperation is greatly appreciated.

Promoting a Healthier and Safer Approach

With the well-being of our students in mind, we strongly encourage families to consider walking or cycling to school whenever feasible. There are currently 50 cycle bays available (please provide your own lock should you wish to use these). This not only contributes to their health and fitness but also helps alleviate traffic congestion around our premises.

Safety Measures and Guidelines

To ensure the safety of our students and maintain a positive relationship with our neighbours, we kindly request that you adhere to the following guidelines when dropping off or picking up your child:

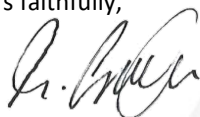
Greenbrow Road:

- All students must arrive at the academy by 8.05am (at the very latest). The student entrance gate will close soon after 8.05am. Any students arriving after this time will need to enter through the visitor entrance / reception. Students arriving after 8.10 will be recorded as late.
- Students finish at 4.05pm on Monday, Tuesday, Wednesday, and Thursday.
- Students finish at 2.20pm on Friday.
- Only use public designated parking bays.
- Please do not block any driveway.
- Please do not double park across the road.
- Please do not park, or wait on single or double yellow lines.
- Please do not park on the pavement directly outside of school.
- Please follow the directions of staff who are there to ensure the safety of our community.
- Please do not park or wait, unless you have an appointment.

Staff members will be present during drop-off and pick-up times to offer support and ensure a secure environment for our families and students.

Thank you for your support and understanding.

Yours faithfully,



Stephen Garvey
Principal

