



SST/ARA

24th August 2023

Dear Parents/Carers

I am writing to inform you of the procedure for collecting students by car at Brooke Weston Academy. The vast majority of our parents and visitors respect and understand the need for us to have the procedures below in place to ensure the safety of our students and staff.

In addition to our existing measures, recently repainted zebra crossings and added additional ones as you enter the school site. Please be mindful of students and staff when dropping off your child. We have also installed a speed bump outside the reception in order to support student and staff crossing and ask that you do not park on or after this speed bump.

It is a complex operation, twice a day, ensuring that over 1300 students move safely on and off the site. I want to take this opportunity again to ask for your support, patience and understanding over the drop off and collection period.

- Please do not arrive to collect your child before 3.35 pm, or 4.30 pm on a Wednesday.
- Please follow the one-way system and **do not** park on the yellow lines, zebra crossings, coned off areas or on other out of bounds areas, for example, directly outside reception.
- Please ensure that your parking is not obstructing others from leaving the site, for example do not stop on the zebra crossings to collect your child. This will avoid slowing down the movement of traffic.
- Only use disabled spaces if you are displaying a disabled badge. We have four disabled spaces on site, and these must be available to parents and visitors who need them.
- Be vigilant for students and staff walking and crossing and please stop for the zebra crossing and be aware of students and staff. Please follow the speed limits and follow the instructions of staff on duty.
- Please do not use your horn on the school site unless it is an emergency.
- Be patient over the very short collection window as we safely allow all our students on and off the Academy site.
- We have also had reports of vehicles parking outside the school gates on verges and along narrow streets. This has at times endangered pupils walking home. Could we ask you to please be considerate when parking?

We have a very effective bus service for students; please do not hesitate to contact us if you would like this as an alternative transport option.

I have no doubt that, if we work together and are considerate of each other, the drop off and collection of students will continue to work smoothly.

Yours sincerely

Shaun Strydom
Principal