

PKI/ARA

23 January 2018

Dear Parents/Carers

As we start a new year I thought it a prudent time to remind parents of the procedure for collecting students by car at Brooke Weston Academy:

- Please do not arrive to collect your child before 3.50pm.
- 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 walking and crossing. Please follow the speed limits and follow the instructions of staff on duty.
- Please do not use your horn on the school site.

We have a very effective bus service for students, please do not hesitate to contact us if you want 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

Pete Kirkbride  
Principal