



Fleming Field, Shotton Colliery, Durham. DH6 2JQ

Tele/Fax: 0191 5261531 Email: ourladyoflourdesdurhamlearning.net Website: <http://www.ourladyoflourdes.durham.sch.uk/>

Thursday 1st October 2020

Car Park Procedures

Dear Parent/Carer,

As mentioned in our recent newsletter, we are thrilled with the new carpark and the difference that this has made to the flow of traffic and congestion on site.

We thought it might be useful for new parents and to remind all members of our school family of the systems and procedures that we have in place and the expectations whilst parking in our school grounds.

On a morning

- All children can be dropped off at school between 8.30-8.55am
- Vehicles dropping off children to **Reception class or Year 4** (via main school entrance) please **park in the carpark to the front of the school and walk your child to their entrance**, children must be supervised at all times in the car park as there are cars moving in the carpark throughout this time
- Vehicles **dropping off children to the yard**, via main school gate, **please use the drop and go facility or park in the new carpark**
- **All vehicles** parking at any time whilst on the school site **must, for safety reasons, reverse park into the bays**

On an evening

Reception, KS1 and Year 3

- Reception, KS1 and Year 3 children exit school at 3.05pm
- Parents of Reception, KS1 and Year 3 children are able to access the school site from **2.50pm but please no earlier**
- All vehicles must **reverse into parking bays**
- Once collecting children from class, vehicles **must stay stationary** until staff direct traffic from car parking bays when safe to do so. This will be when all children are safely in their cars

Years 4, 5 and 6

- Parents collecting children from Years 4, 5 and 6 **must not enter the school site before 3.15pm.**
This is vitally important in order to ensure a safe exit for our younger children from school and to avoid congestion in the car park
- Years 4, 5 and 6 finish school at 3.30pm. Again please remember after collecting children from class **vehicles must not move until directed to do so by staff when all children are safely in their cars**

As always the safety of everyone in our school family is our main priority and we are sure that you will continue to follow the systems in place in order to help keep everyone safe.

Yours sincerely,

Mrs Ashton
Headteacher



