

May 2019

**Dear Parents,**

May I remind parents that no one should park or drop off children on the yellow zig-zag lines outside the school. This is a dangerous and illegal place to park especially when hundreds of children are present. Parents should not park on Air Sea Containers premises or across their entrance. Air Sea Containers have had to start closing their gates in the afternoons whilst parents are collecting their children as their property was being used as a short stay car park. This is extremely dangerous and inconsiderate as they are operating a business which involves large lorries and containers requiring constant access in to and out of Air Sea Container's premises. Parking across the school car park entrance is a hazard in an emergency, whether the gates to the premises are open or closed.

I understand that parking is limited at busy times of the day but would respectfully ask parents or carers to arrive in plenty of time in order to park safely when dropping off or collecting their children. There continues to be instances of parents/carers abandoning their vehicles in the middle of the road in order to drop off or collect their children. All children who are dropped off to school by an adult must be escorted into school and handed over to a member of staff. Some children are being let out of their adult's car in the middle of the road to run across the busy main road into school. This is not acceptable. It is highly dangerous and a safeguarding issue. The same applies to the collection of children at the end of the day. All children who are collected from school by an adult will only be handed over to their parent/carer or the parent's representative. No child will be allowed to run out of school to their parent/carer waiting in their vehicle. The safety of our children is paramount.

A number of parents are coming into the school office requesting to pick up children from school early. This should only happen in exceptional circumstances. Any appointments you need to make for your children should be made out of school time whenever possible. Should you need to collect your child early please note that we are unable to collect them prior to your arrival. Please leave plenty of time for them to be collected before your appointment. You need to provide the relevant documentation to support your child's appointment details, this will be included in your child's attendance records.

Any medicines brought in to school must be clearly labelled with your child's name and dosage, with the pharmacy's original label on the medication. Parents must complete a consent form giving permission for the medicine to be administered by a member of staff. Please also ensure that if your child has an inhaler at school that they are in date and that forms have been completed in the office.

Although this letter contains lots of information and requests from parents, it is vital that we work together to ensure the safety and wellbeing of all pupils, parents and carers.

Thank you for your continued support.

Yours sincerely



Mrs E McGunigall  
Headteacher

