

29th September 2023

Dear Parent/Carers

School Access Pedestrian Gate Swanstree Site

As a school it is our priority is to keep the pupils safe at all times including those who may be returning to school from an education visits just before the end of the school day and need to be transitioned into school from the school minibuses.

As you are aware, the vehicle entry gates do not open to cars and minibuses until 2.45pm. From Monday, 2nd October this will now be extended to the pedestrian entry gate, which will allow staff to safely transition pupils into school following a school educational visit. We have seen an increasing number of parents/carers arriving at 2.30pm which causes the reception area to become very congested and makes transitioning pupils more difficult for staff, heightens anxiety for some pupils and generally increases the vulnerability of the process.

School finishes at 3pm, parents and carers will not be permitted onto the school grounds until 2.45pm unless you have a prior agreement to pick your child up early due to sickness or to attend an appointment.

We would also like to take this opportunity to remind you that under no circumstances should you block the vehicle entry gate whilst waiting to enter at pick up time or tail gate vehicles that have entered the school with prior agreement before 2.45pm.

We appreciate your cooperation in this matter.

Kind regards.

Yours faithfully



Angela Howe
Principal