



# Holy Cross Catholic Primary School

Interim Executive Headteacher: Ms S Freeley

Head of School: Mrs L Banks

Millfield Avenue

East Cowes

Isle of Wight

PO32 6AS

Tel: 01983 292885

admin@holycrossrcpri.iow.sch.uk

---

11<sup>th</sup> January 2023

Dear Families,

## **Beginning & End of Day Arrangements and Car Park Use**

Following a number of concerns from staff and parents as to the safety of children in the car park and access road at school drop-off and pick-up times, we are changing our pick-up procedures at the end of the school day.

From today, pupils should be collected from the following places:

- Reception & Year 1 – collect from the wooden gate of the Annex
- Year 2 & Year 3 – collect from the external classroom doors at the back of the building
- Year 4 – collect from external classroom door
- Year 5 & 6 – collect from hall door
- Year 5 & 6 pupils who walk home alone must follow the safe walking routes

Please do not enter the school building. If you would like to speak to your child's teacher, please wait until all children are collected so that the teacher can focus on ensuring all children are safely collected.

The gravel access road is especially busy with more people using their cars now that the weather is poor. This causes congestion and with no demarcated pavements, creates a situation where pedestrians are put at more risk. Please remember that pedestrians have priority at all times and be extra vigilant with the narrow access point from the lane.

We must assess the risk from vehicle movements on school premises and manage those risks. To provide a safe and secure means of access to the school for pupils, staff and visitors, and enable parents to continue to have vehicular access to the site, the following safety controls apply:

- A **5-mph vehicle limit** applies throughout the site
- All drivers must exercise due care and attention when manoeuvring in the car park
- The area demarcated by tyres, near to the main gate, must remain clear of parked cars and should not be used as a drop-off point – **please park safely elsewhere in the car park and walk your child to the gate**
- **Children must be closely supervised while moving around the car park**
- A member of the Senior Leadership Team will be available on the main gate to the car park at drop off and pick up times

- The **access gate** to the school playground will be **unlocked at 8:30am and be closed at 8:43am**. This gives children time to arrive in their classroom for an 8:45am start. Any child arriving after 8:43am must be brought to the school office by an adult
- The gate will be **unlocked again at 3:05-3:10pm (please do not buzz the office) and closed at 3:20pm** Visitors will need to call the school office to be admitted when the gate is locked
- Users of the school car park do so at their own risk. Holy Cross Catholic Primary School will not accept responsibility for damage, accident or loss to vehicles or contents
- Vehicles **must not be parked** in the lane as this blocks access for emergency vehicles and creates an extra level of safety concern for pedestrians

Many school do not allow dogs onto any area of the school site, including parking areas and fields. We do not want to impose this at Holy Cross but would ask that all owners clear up after their dogs. We have had reports from neighbours that dogs are fouling on the grass verges which border their properties, and this is clearly unacceptable.

Thank you for ensuring that we continue to maintain good relationship and keep the access to school safe for all concerned. If you have any concerns regarding the safety of pupils, parents staff and visitors, please do report them to the school office.

Kind regards,



Sharon Freeley  
Interim Executive Headteacher