

29 November 2017

Dear Parent / Carer,

Re: Car parking on Highfield Lane

The Academy works hard to play a positive role in the community and to develop good relationships with our local residents. An area we would like to improve upon is parking. With this in mind I am writing to ask if parents and visitors to the academy could ensure they use the academy car park rather than parking or waiting on Highfield Lane.

We do have a congested car park at peak times so would ask, for the safety of everyone, that parents and carers consider the following points when dropping off:

- Only use the drop-off lane.
- Do not cause obstruction to the school bus.
- Once dropped off please vacate the drop-off lane quickly and carefully.
- The delivery pull-in area is only for deliveries and students who access the Autism Resource Centre (ARC). All other users are requested to use the drop-off lane in the main car park.

I would like to thank you for your support in this matter.

Yours sincerely,

Mr S Roberts
Principal