

12 December 2018

Dear Parent / Carer

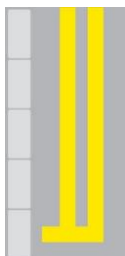
Secondary Campus Car Access and Local Parking

Our priority at Roundhay School is to ensure the health and safety of all our pupils and staff, which is currently being put at risk by a small number of individuals. Therefore, I would like to deliver this polite reminder of the following requirements that should be observed by all parents / carers:

- Parents / Carers are **NOT** permitted to enter the school grounds by car to drop-off / pick-up pupils at the beginning or at the end of the school day, unless a special access pass is displayed in the front window of the car.
- Special access passes have been issued to all pupils that qualify but if you still need to collect your pass please contact Main Reception. If you are not displaying your pass, please **expect to be turned away by staff** at the entrance.
- Parents / Carers **MUST NOT** wait or park, or stop to set down and pick up passengers, on school entrance markings (Highway Code Rule 382). Rule 243 of the Highway Code reiterates '**DO NOT** stop or park near a school entrance'.



Keep entrance clear of stationary vehicles, even if picking up or setting down children



No waiting at any time

Cont/...

HEADTEACHER
Matthew Partington

ASSOCIATE HEADTEACHER
Jenny Hogarth

DEPUTY HEADTEACHER
John Mattinson

I am sure you will understand that these restrictions are only in place to protect the safety of all our pupils and this includes your child/children!

Your cooperation and assistance is greatly appreciated.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Partington'.

Matthew Partington

Headteacher