

15 October 2019

Dear Parents/Carers

Reference: Improving traffic flow in and out of school

In recent months the flow of traffic coming in and out of the school at drop off and pick up times has slowed considerably and this can result in a back log of traffic spilling out on to Cannon Lane. A general increase in traffic around the local area has not helped and we are in the process of liaising with the local authority to come up with solutions on a long term basis.

In the meantime, we are going to trial a new parking system whereby parents who drop and collect their children to/from school will be directed by our facilities staff to park in the First School playground. This will free up more spaces in the parking bays directly outside the front of the school which should result in a reduction in queuing times. To begin with, we will just be redirecting parents/carers whose child is based in the main school building. Therefore parents/carers of children who are based in the Invictus building will continue to drop off in the main car park as normal. For all parents, children will continue to be collected by class staff from reception or parent/carer car as per current arrangements.

If you drop off/collect your child (and they are based in the main school building) could you please give your car registration number to reception staff who will then issue you with a parking permit that we ask you to kindly display in your car when you drive on site so that facilities staff can direct you appropriately. Please note permits can't be transferred between vehicles so if you use more than one vehicle for the school run, please register them all.

We will be starting this system on the first day back after half term. If you have any questions please contact me on 01628 513800 ex 2000 or [warren.griffiths@manorgreenschool.co.uk](mailto:warren.griffiths@manorgreenschool.co.uk)

Yours faithfully

Warren Griffiths  
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