

Dear Parents,

## **Parking Procedures**

The School Leadership Team would like to inform you of the following parking regulations:

- To alleviate congestion and for safety reasons, the area outside the school gates is a 'No Drop off Zone'. Parents will have access to the lower car park situated to the left of the school (illustrated in the map below).
- The top car park is predominantly for staff parking but should spaces be available parents may use them.
- Parking spaces in the top car park have been marked clearly with lines to assist people in parking correctly.
- Vehicles should not be parked along the main road next to the top car park, approaching the traffic lights. This blocks the exit for vehicles parked in this zone.
- The security guards will pass details of parents/drivers whose vehicles are inappropriately parked.
- All parents and other visitors are requested to wear their ID Badges at all times before entering the school premises and whilst on the school premises. The security guards reserve the right to deny you access if your ID badge is not shown.

We thank you for your co-operation and are sure that you understand that the safety of all our children is paramount.

Yours faithfully,

Helen Kiran  
Head of PR/Communications BISI

