

Department of PR/Communications

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Dear Parents,

Parking Procedures

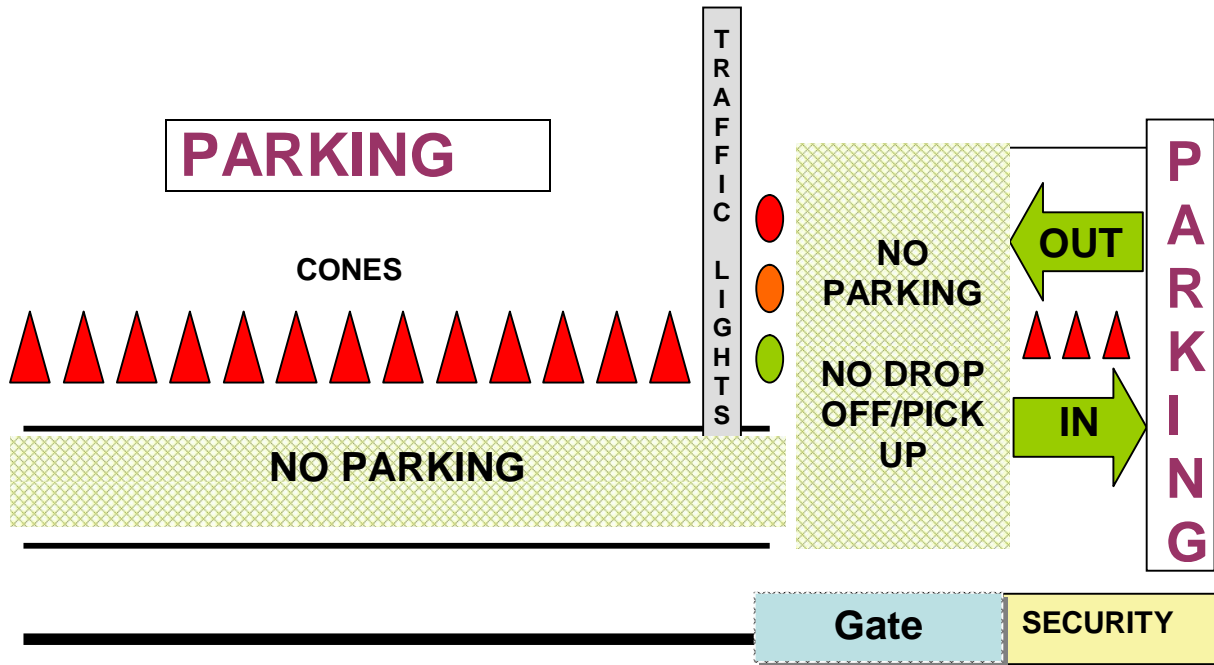
With regards to recent parking issues, the school management would like to inform you of the following changes:

- 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 both car parks 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 reserve the right to issue tickets to vehicles parked inappropriately. They have also been instructed to refuse entry to parents/drivers whose vehicles are inappropriately parked.
- The school management will be monitoring the parking procedures in the mornings and at the end of school.

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

Yours faithfully,

Helen Kiran
Head of PR/Communications BISI



BISI Grounds

