11th September 2017

Dear Parent/Carer,

**LDA Car Park**

As you will be aware, Lord Derby Academy is now an oversubscribed school. We have welcomed 240 pupils into Year 7 this September and the school is holding more pupils and staff than at any point in the last 5 years.

Whilst we are delighted that the school is thriving in such a way, a direct impact of our increased pupil numbers is that the school car park and surrounding area are significantly busier than in previous years at the start and end of the school day.

**The Health and Safety of pupils, parents/ carers, staff and visitors is always our number one priority.**

We also aim to support our local community and local residents in ensuring the least amount of disturbance possible during the school day.

The Senior Team is working tirelessly to ensure, as best as we are able, that the car park systems we have implemented allow for the safe movement of all people around the car park area and on the road outside.

With this in mind, can I please request that you act in accordance with the following guidelines:

* **Please drive with due care and attention and do not put others at risk**
* **Please respect the 5 m.p.h. speed limit on the car park and drive as slowly as possible at all times**
* **Please follow the systems the Senior Team have implemented**
* **Please build in ‘waiting time’ when you drop your child off or collect your child from school**
* **Please be prepared to queue**
* **Please do not try to ‘beat the system’ by taking a different route around the car park once you have collected your child at the end of the day**
* **Please respect and follow the polite requests of the staff on car park duty**
* **Please refrain from using abusive and/or aggressive language towards other parents and staff**
* **Please only use the disabled bay area if you hold a blue badge and you need to get out of your car for any reason or if your child is the blue badge holder**
* **Please consider an alternative drop off/collection point near the school and/or please consider a car sharing partnership to assist the school in reducing the volume of traffic on the car park**
* **Please try not to block driveways/ bus stops to help avoid congestion on Seel Road**
* **Please park in the main car park if you are visiting Reception**

I am confident that if we work together, our systems will support the health and safety of all concerned. I welcome your assistance in this matter. Please be aware, however, that **I will not hesitate to take action** if the above guidelines are not adhered to by any individual. As I am sure you can appreciate, I have a duty of care to all stakeholders and I cannot tolerate any member of the LDA community being put at risk or being subject to abuse/ aggressive behaviour (as has been the case on occasion), particularly when we are doing our utmost to ensure everyone is safe.

Please also be aware that the Police and the Local Authority are supporting the school in this matter.

The vast majority of parents/ carers fully adhere to our systems and this is recognised and appreciated.

In anticipation of your continued support.

Yours sincerely,

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Miss V. Gowan

Headteacher