



# Ashley Junior School

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Wednesday, 4<sup>th</sup> December 2024

Dear Parents/Carers,

**Health and Safety letter: AJS Car Park, and school drop-off/collection:**

Please could the following matters be noted by all parents and carers as a matter of urgency –

**Car Park:**

1. The school car park is private property and is monitored by CCTV 24 hours a day;
2. During the school day, permitted access to the car park is limited to: AJS staff, official visitors to school, official Blue Badge holders (with permit details shared with the AJS admin' team for record keeping purposes) and parents of children in Robin class;
3. All car park users must *only* park in the demarcated bay spaces;
4. All car park users are expected to drive with due care and attention at all times. This includes, but is not limited to: driving at a slow speed; following the arrow line directions as indicated on the car park floor, and driving with courtesy for other drivers and passing pedestrians when entering/exiting from/onto Normans Way;
5. All car park users must use the barrier entry-exit system correctly. During the school day, access for individual vehicles can be requested by pressing on the entry box to request permitted access. Car park users should not follow-on quickly behind other drivers who have gained access through the barrier just ahead of them.
6. If there are any contraventions to points 2 – 5, the Headteacher reserves the right to ban specific drivers from the car park; action taken, as such, is non-negotiable.

**School drop-off/collection**

1. Pedestrians are not permitted to access the school site via the closed barrier-controlled car park entrance - this includes children and parents who use Premier Education Wraparound care;
2. Parents and carers are responsible for the welfare of their children on the way to and from school, including the making of age-appropriate arrangements which keep the children safe; the school bears no responsibility for the welfare of pupils before or after school hours;
3. Parents/carers must ensure that pupils arrive to school on time in the morning and leave promptly at the end of the day, whether collected by parents/carers, or instructed to walk home independently. AJS cannot supervise pupils before 8.45am, or after 3.30pm; parents should make their own contact with Premier Education Wraparound Care should before or after school provision be required.

**Thank you for your understanding.**

Mrs Charlie Bartolomeo

Headteacher and DSL