



20<sup>th</sup> June 2016

**New Horizons Children's Academy - Drop Off Zone**

Dear Parents and Carers

As part of Medway Council's compulsory travel plan to ease congestion and increase the safety of the school site, a vehicular drop-off zone is being introduced from Monday 27<sup>th</sup> June.

The drop off zone will be in use from 8:20-8:40am daily. Parents/carers will enter the school site via the Walderslade Road entrance only and pull into the drop off zone (located on the left-hand side of the car park).

Vehicles will queue patiently in a taxi rank style until they reach the designated adult. Children will exit the vehicle from the left hand side onto the path and will walk through the designated school gates down to the FS area where they will be supervised by an adult. Once children have disembarked safely, the vehicle will pull out and leave via the Park Crescent exit. To aid a steady flow of traffic we would recommend that you turn left into Park Crescent to continue your journey.

To increase the Health and Safety of our children, parents and carers will no longer be allowed access to the school site for parking in the morning. Blue badge holders will be able to access parking providing they are clearly displaying a valid school parking permit obtained from the school office.

At 8:40am the drop off zone will be shut as any children arriving after this time will be late and should be taken to the school office by their parent/carer to sign them in late and provide a valid reason.

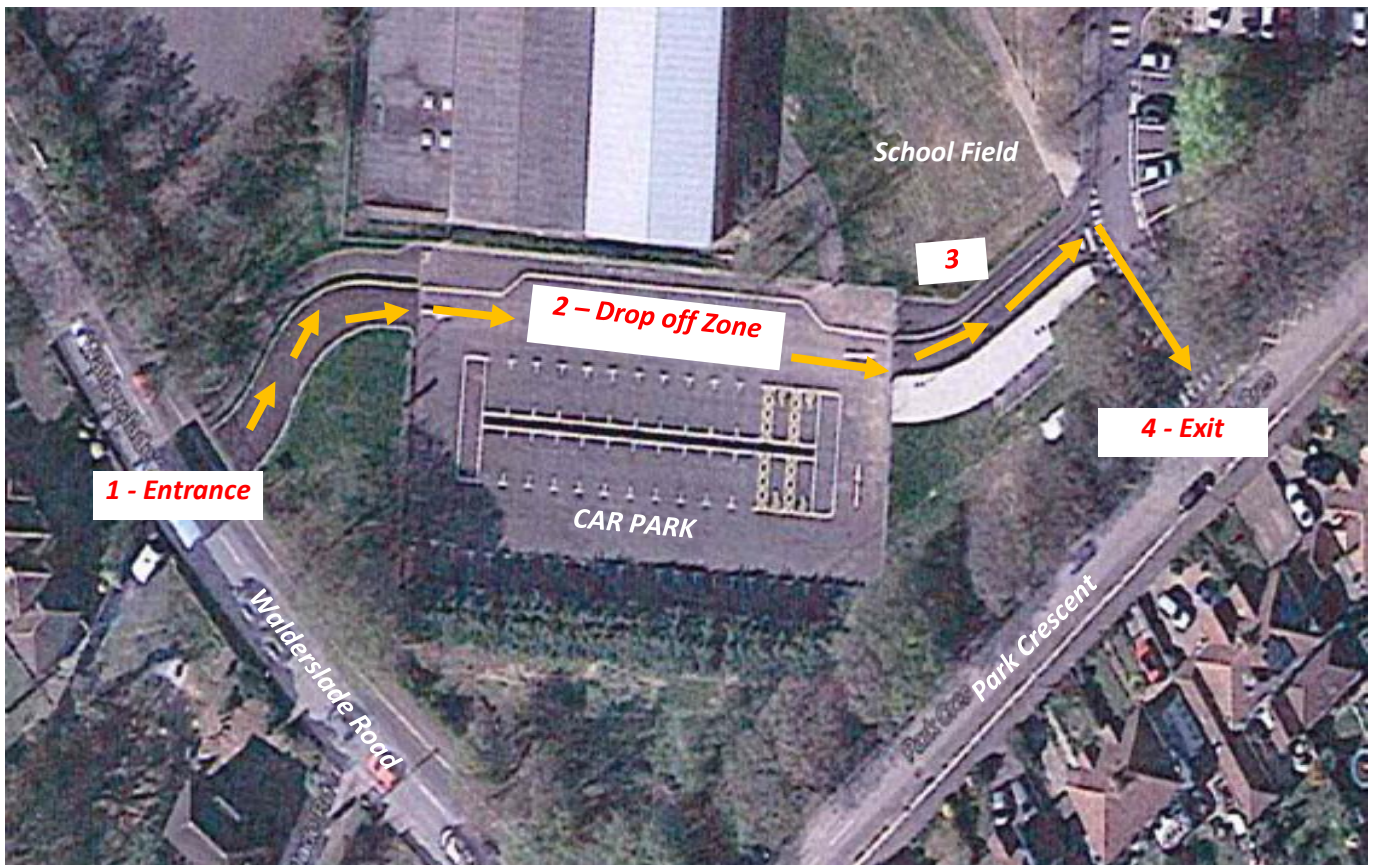
The drop off is in place to support parents/carers and local residents with congestion on the roads outside the school in the mornings and therefore it is anticipated that the safe delivery of the children will take a matter of seconds. If parents/carers wish to pass on a message to the class teacher they will need to park outside the school grounds and walk to either the entrance door or the office and speak with a member of staff. Staff at the drop off zone will not be able take messages or discuss the school organisation.

Pick up at the end of the school day will remain as it is at present. Parents/carers dropping off children to Am nursery will be required to park off-site and walk your child into school.

The introduction of any new scheme will, of course, take time to settle and for people to get used to but working together and with your support we are sure that this will be a successful scheme easing congestion and parking problems in the morning.

Thank you for your co-operation in this matter.

Mrs Murphy  
Headteacher *(Please see over)*



- 1** – Vehicles enter site via Walderslade Road entrance
- 2** – Drop off Zone – children to exit vehicle from left hand side onto the path where there will be members of staff
- 3** – Children walk through school field to main building where there will be members of staff.
- 4** – Vehicles exit via Park Crescent.