



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

Dear Parent/Carer

March 2022

End of Day Car Pick-Up Procedures

From Monday 7th March 2022, we will be modifying our car pick-up procedures at the end of the day. Morning drop off procedures remain unchanged.

Preferred procedure

Our preferred arrangement remains for parents to continue to pick up their children from the Bure Meadows car park after 3.35pm from the bus horse shoe area. This is our preferred option as risks to students are reduced to a minimum. Parents are welcome to park in the car park while they wait and then drive into the horse shoe area once the buses have gone. Parents following this system should not park on the Bure Meadows estate. All we ask is that parents drive to the far end of the horse shoe near the exit gate and move up to fill spaces when cars leave after having picked up. Students will not be allowed to cross the car park and parents should not ask them to, or challenge staff who ask them to wait. The reason we have always enforced this rule is to keep students safe, and not have them crossing between buses. Regrettably, a very small minority of parents have at times been very rude to my colleagues. If you need to collect your child before 3.35pm, please refer to the guidance in the section below.

Procedure for those who need to pick-up by car before 3.35pm

For parents who need to pick-up between 3.25pm and 3.35pm, we would ask them to use the front car park. Parents should drive to the far end of the car park near the nurture building and wait on the left-hand side. The right-hand side needs to be kept clear for cars to leave once they have picked up their children. Anyone waiting must not leave their vehicle but must move up towards the end of the car park to fill gaps left by cars who have picked up and left. If parents do not do this, the traffic will extend beyond the car park and Sir Williams Lane will become blocked. Parents need to be incredibly mindful that there will be lots of children crossing roads and leaving on foot or by bike. Sir Williams Lane is very narrow and can become easily congested. Parents using this pick-up point will have to be incredibly patient as impatience, or inconsiderate behaviour, could put children at risk and we all have a responsibility to keep our children safe.

Conclusion

Keeping students and staff safe is our number one priority at all times. To do this we have to be able to count on all parents to share that responsibility. Helping 1100 students to go home safely is a huge logistical exercise that we complete successfully every day. All that we ask is that parents play their part and respect our staff, our systems and our neighbours.

Thank you for taking the time to read this and for following our guidelines.

Yours sincerely

Duncan Spalding
Executive Headteacher

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