Clayton St John CofE Primary School
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Headteacher: Mrs G Emsley Deputy Headteacher: Mrs L Allingham

17 January 2025

Important Information Regarding Access to Our Carpark- Changes take place from Tuesday 21st January 2025.

Dear Parents and Carers,

We have noticed an increase in the number of cars accessing our carpark which is causing us some serious safety concerns for our children and families.

Although we are aware that on occasion there are some exceptional circumstances, we are now only able to provide a pass to access the carpark once it has been approved by Mrs Emsley.

The pass will be reviewed every half term, and you will need to reapply for a new pass at the end of each half term. (Please note that this is your responsibility).

Please do not be offended when:

- You are asked to display your School Carpark Pass
- You are asked to have your disability badge checked (The person who owns the Disability badge must be in the car).
- You are asked to park on the main road (no access to carpark) between the hours of 8.10am to 10.00am and 2.00pm- 3.30pm.
- You are not granted access to the carpark due to not having an up-to-date pass.

Nursery Parents dropping off and collecting during the day should park on the road please.

Please note that if you currently have a pass, our office staff will be in contact with you today as you will need to have your existing pass reviewed. Please also note, due to the high increase in requests, you may not have your pass renewed. Unfortunately, this is also due to some parents and visitors taking advantage of the existing system, leading to health and safety concerns.

Many thanks for your anticipated understanding in this matter.

Gemma Emsley
Head Teacher