



St Paul's C of E Junior School

Oxford Road, Wokingham, RG41 2YJ

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Headteacher: Mrs J M Taylor

25 January 2019

Dear Parents,

Re: Pupil Safety

We have recently had several near misses in the school car park where vehicles entering the site to drop off/pick up from clubs and Energy Kidz, have almost collided with pedestrians.

Our highest priority is safety and therefore from **Monday 28 January** the following arrangements will be in place:

- The double gates at the Oxford Road entrance will remain closed **at all times** as there will be no parking available on the school site at any time;
- The pedestrian gate at the Oxford Road entrance will be open from 7.40am each morning to enable drop off for early morning clubs. The school office is unmanned at this time and therefore parents must remain with their child until the club coach arrives. The pedestrian gate will remain open until 9.15am, enabling access for parents to drop off children who are late and any forgotten items, such as PE kit.
- The pedestrian gate will reopen at 3.15pm and remain open until 6.15pm, giving parents access to the site on foot for the collection of pupils from after school clubs and Energy Kidz.
- Access at all other times will be via the pedestrian gate and intercom system.

There will be no changes to the current arrangements for accessing school via the pedestrian entrance at Murray Road gates.

- Gates open at 8.30am and close at 8.50am, the start of the school day;
- Gates reopen at 3.15pm, closing promptly at 3.45pm.

Thank you for helping us to ensure we have a safe and secure school site.

Yours faithfully,

Penny Wallace

Chair - Governors' Health, Safety & Environment Committee

