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Coxheath  
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ME17 4PS

5<sup>th</sup> September 2023

Dear Parents/Carers,

## **Coxheath Car Parking Guidelines**

These guidelines have been produced to help ensure the safety of all visitors, parents, children, and staff at Coxheath Primary School and we are grateful for your full cooperation for the safety of everyone entering or leaving the school site. Parents and carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times.

We always encourage pupils to walk to school or to come by bike and we urge you to encourage this where possible to minimise parking problems but more importantly to protect the environment for your children.

Pedestrians are to keep to the pathway and not walk across the car park area. Children are permitted to ride bicycles and scooters to school and use the bike racks for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site and keep to the pathways. They are not to cross the car park.

For those parents who choose to come to the school by car, we politely request that you do not enter the school car park when dropping off children going to school. For obvious safety reasons we do not wish to have children walking amongst moving vehicles. These measures are for the safety of all those who attend our school. The school car park must not be used between the hours of 8.15am and 4.15pm, whilst pupils are in school or engaged in a before or after school club. The school car park is not available for parking without prior arrangement.

## **Car Parking Rules**

Although we ask parents not to use the school car park, we do understand that there are some exceptional circumstances for our families. For example, it may be that a parent is suffering from a certain illness, or an injury or perhaps are in recovery after surgery and in these situations we are of course happy to help and support.

If any parent feels that they have an exceptional circumstance, they should discuss this with the Headteacher. Permission will be given at the Headteacher's discretion. Any permission given is only for a limited time only. This will be reviewed on either a 2 or 4 week basis depending on the exceptional circumstance.



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## **Parking outside of School**

Please observe the parking regulations outside the school grounds. Please be courteous to our neighbours and don't block the road or park in a way that causes an obstruction or increases hazard to other road users or pedestrians.

## **Parents who have been given permission**

We ask all parents that have been given permission to use the car park on a temporary basis due to exceptional circumstances to follow these agreed protocols.

- Please provide us with a copy of your blue badge,
- All drivers must exercise due care and attention when driving and manoeuvring in the car park,
- Access for emergency vehicles must be maintained at all time,
- Users of the school car park do so at their own risk. Coxheath Primary School will not accept responsibility for damage, accident or loss to vehicles or contents,
- All users of our car park are to be polite and courteous at all times. Please give consideration for other users of the car park,
- In the event of any incident in the car park, Coxheath Primary School will review the situation with a view to taking appropriate action. This may result in the withdrawal of the right to park on the school site for the individual(s) concerned.

Use of our car park will be regularly reviewed (either every 2 – 4 weeks). Parking on the school site is a privilege and not a right. This may be withdrawn by the Headteacher if they feel that the safety of the children is being compromised by inappropriate use of our car park.

Yours sincerely,

Giacomo Mazza  
Headteacher