

Dear Parent/Carer

Providing a safe environment at Birchwood

For the safety of our students, employees and visitors we have a traffic management system in operation at the peak student drop off and pick up times.

Cars entering through the main entrance are expected to:

- Turn immediately right
- Drive as far along towards the exit as possible
- Stop briefly to allow students to alight
- Leave the car park as soon as possible
- Turn left only when exiting on to Parsonage Lane

At the peak times barriers are in place and manned by members of staff in order to prevent cars, other than staff cars, entering the car park. Please note that parking in the school grounds is restricted to staff and visitors with appointments.

May I also remind parents and carers that in order to safeguard our students we have a strict policy regarding visitors to the school?

Anyone wishing to come on to the school site must report straight to either the visitor or student receptions and we ask you not enter the site to wait for students coming out of school. With over 1300 students attending Birchwood it is impossible for staff to recognise friends and relations and therefore you will be challenged and asked to leave.

We would appreciate your cooperation in helping us to maintain a safe environment for all our students, staff and visitors.

Many thanks



Mrs E Luxton

School Business Manager