

25th September 2024,

Dear Parents and Carers,

Last year, the drop off zone was closed following a series of incidents between members of the Discovery Primary Academy community. This decision was not taken lightly as we know that parking can be difficult in the surrounding area.

The drop off zone is situated on the grounds of Queen Katharine Academy. Both academies have been in discussion recently about opening the site at the end of the academy day.

We have agreed to a trial opening week beginning **Monday, 30th September. The drop off zone will be open at 3pm until 3.30pm. At 3.30pm it will then be closed.**

If all car users behave appropriately and ensure that the following does not occur, then the drop off zone will remain open. It is our hope that everyone will work together as a community to ensure that it does not need to close again. Any of the following are not acceptable and would result in the drop off zone being closed:

- Abusive behaviour, of any sort, towards any members of the school community
- Shouting
- Swearing
- Smoking
- Insults
- Being aggressive
- Parking on the grass
- Saving spaces for others
- Preventing others from passing / blocking cars moving
- Not following the instructions of Discovery or Queen Katharine staff
- Cars will only be able to park on the left-hand side. It will not be possible to 'double park' or park on both sides of the road.

The drop off zone will be supervised by Discovery Primary Academy staff. **You will be expected to leave the drop off zone as soon as you have returned to your car** with your child or as soon as your child has met you at your car.

As the Discovery staff will be supervising the smooth running of the drop-off zone, please do not speak to them relating to any queries you may have. Instead, please speak to the office or a member of the senior leadership team the following day.



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We have every belief that this trial will be successful, and we will write to you following the trial, and if it is feasible, the drop off zone will then be open daily between 3.00pm and 3.30pm.

Yours faithfully,

Michelle Siequien



Headteacher of Discovery Primary Academy

Philip Masterson



Principal of Queen Katharine Academy