



4th September 2014

Dear Parents

Pedestrian and Vehicle Access to Springfield

The well being of our children is obviously of paramount importance to us all. It is with this in mind that I mention some important Health and Safety issues relating to access to the school grounds.

Vehicle Access

There is a one-way system for vehicles in operation through the grounds of RGS Springfield. Entry is via the (rear) wooden gates on the northern side of Britannia Square and exit through the main iron gates on the southern side. Please do not enter or exit through the wrong gate as this causes severe difficulty with the flow of traffic, particularly at busy times. There is a maximum speed limit of 5 mph in the grounds so please drive slowly through our school, taking care to look out for pedestrians. Although parents are advised not to use the rear wooden gates as a pedestrian access, there are occasions when pedestrians are in this vicinity. Please take particular care when entering via these gates by car as visibility is not good.

Drop-off, Pick-up and Parking

There is limited space for dropping off and collecting your child at the beginning and end of each school day and due to the nature of our school grounds and the planning restrictions imposed upon us, we are unable to offer additional parking space. This means that we **all** have to be considerate to others whilst driving and parking within the grounds. Please do not abandon your car as blocking the thoroughfare for others just creates more congestion and frustration for everyone. There are some parking spaces in Britannia Square available to the public so please use these if Springfield is busy, or if you are unable to find a suitable parking space may I suggest that you drive around the Square and try again. Children are looked after by the teachers on duty in the Hall and Nursery at the end of the day so do not worry if you are a little late. Please also try and keep the time you are parked when dropping-off and picking-up to a minimum, freeing up spaces for other parents as quickly as possible. Parents are not permitted to leave their vehicle parked in the school grounds during the day (to pop in to town or similar) as spaces are needed for staff cars and visitors. Thank you for your co-operation.

Pedestrian Access

Pedestrians should access Springfield via the wrought-iron pedestrian gate next to the vehicle exit gates. The gate will be open for morning drop-off and afternoon pick-up but will be shut at other times. To gain entry you will need to use the intercom connected to the School Office. Please ensure you and your children use this gate when on foot and walk to and from the school building on the path. Please do not use either of the vehicle gates, front or rear, as pedestrian access. It may appear more convenient but is not safe as vehicles manoeuvring or driving through may not see you, particularly a small child.

Thank you all for your co-operation with these matters.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laura Brown'. The signature is fluid and cursive, with a large loop at the end of the last name.

Mrs L Brown
Headmistress