



ALMOND HILL
• JUNIOR SCHOOL •

Almonds Lane, Stevenage,
Hertfordshire, SG1 3RP

T: 01438 233660

F: 01438 235400

E: admin@almondhill.herts.sch.uk

www.almondhill.herts.sch.uk

Headteacher: Mrs J. Lovelock

7th September 2018

Dear Parents,

Re : Drop Off and Pick Up

I am writing to inform you of how we ask parents to use the drop off facility and school gates systems safely. As a growing school there are a large number of families accessing the school to drop off and collect children. Whilst younger children are accompanied by parents some of our older children come to school independently and we wish to ensure parents are vigilant when parking and driving off.

Our school classes open from 8.45am with school starting at 8.55am. Please do not arrive with children before this time or send children into school on their own as the playground is not supervised.

If you are coming from the Rectory Lane end of the school grounds please use the pedestrian gate nearest the church or the main entrance gate. If you are coming from the Walkern Road end, please use the pedestrian gate and walk round the path to access the school.

Pedestrians must not enter or leave the school through the vehicle drop off gates – there should be no need to cross this area to access or leave the school.

I am aware that school is busier at the end of the day as morning drop off is staggered. With this in mind I am going to trial opening the drop off area at the end of the day for parking. There are only 13 spaces that can be used – cars must not park on the link road around the parking bays.

If you are using the drop off zone at the end of the day you will need to park your car in one of the bays, get out of your car and go to meet your child either at the school gates or at their classroom door as you would usually do. Children will not be able to come to meet parents in the drop off zone.

The drop off zone gates will open at 3.00pm and close at 3.30pm.

As stated this will be a trial of use and I ask parents to be extremely careful exiting the drop off if they have parked here at the end of the day as there will be a large number of pedestrians and other vehicles around the area. I will welcome any feedback from parents on usage in this way.





ALMOND HILL
• JUNIOR SCHOOL •

Almonds Lane, Stevenage,
Hertfordshire, SG1 3RP

T: 01438 233660

F: 01438 235400

E: admin@almondhill.herts.sch.uk

www.almondhill.herts.sch.uk

Headteacher: Mrs J. Lovelock

I have received a number of complaints from residents of Trafford Close and Headingley Closer (roads opposite the school site), reporting that some parents are parking on the pavement of these roads and blocking drives. The school has always worked closely with neighbours and I ask parents to please show respect and park properly in all areas around the school.

Yours sincerely,

Mrs J. Lovelock
Head Teacher

