



Cleeve Meadow School

8 September 2021

Dear Parent/Carers

It is so wonderful seeing all the students back at school and looking so smart in their uniform. A few parents have raised enquiries about drop off and collection times so I thought I would confirm this for you.

The school day starts at 8.45 am and finishes at 2.45 pm. As our school is growing, our car park is becoming more and more full, and it is designed for our school buses and taxis. No staff park in our car park.

If you hold a valid Disabled Badge for either yourself or your Young Person and currently park in the school car park, please remain in your car until 8.45 am. When students begin to alight from the school buses your Young Person can join them and make their way into school. As a school we want to promote independence for our students as much as possible so we are asking parents/carers to please remain in their cars. This procedure should also be followed at the end of the day and students will be led out by staff.

Please note that your Disabled Badge is not transferable to another family member or friend who may collect your Young Person. Therefore, they will not be able to park in the car park. However if the Disabled Badge belongs to your Young Person and an alternative adult is dropping off or collecting them then this can be shown at the school gate on arrival and access will be given to the car park. Our school office holds details of any Disabled badges.

If your Young Person is a walker then please wait at the school gate and this will be opened at 8.45 am for drop off and 2.45 pm for collection. Parents/Carers are to remain off site and students will be supervised to and from the gate.

Drop off and collection are extremely busy times of the day for school staff and they will not be available to meet during this time. If you do need to discuss a matter with a member of staff please email enquiries@cleeve Meadow-tkat.org and your request will be received by the School Office and forwarded accordingly.

Yours sincerely

Paula Smith
Deputy Head of School

www.cleeve Meadow-tkat.org

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