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|  | **Stalham Academy**  Old Yarmouth Road, Stalham, Norwich, NR12 9PS  Tel: 01692 580053  Email: [office@stalhamacademy.co.uk](mailto:office@stalhamacademy.co.uk) | Mr Glenn Russell  **Executive Headteacher**  Miss Ella Barnes  **Deputy Head** |

17 January 2019

To: All Parent(s)/Carer(s)

Dear Parent/Carer

**Re: Pilot Scheme – Morning Car Drop-off**

Your child(s)/ren(s) safety is our main priority, so following a couple of incidents involving cars and due to the increased number of children and cars we now have on site, a decision has been made to trial out a new system, starting next week, for dropping off children in the mornings.

Please follow the new drop-off system commencing Monday 21 January 2019 below:

* The main entrance will be EXIT only, thus creating a one-way system.
* Please enter the school site via the Strawberry Fields entrance.
* Continue and stop (by the silver birch tree/opposite the main entrance) and drop your child off there, he/she will then continue to follow the same route as the ‘bus’ children.
* Leave the school site by the main entrance.
* If you wish to park-up, you will also need to enter the site via the Strawberry Fields entrance and park your vehicle by the school round-a-bout only.
* Leave the school site by the main entrance as usual.

Please remember to drive safely, be considerate and be aware of pedestrians and other vehicles. I also ask that you be patient during this trial period.

Thank you in advance for your co-operation.

Kind Regards



Mr Glenn Russell

**Executive Headteacher**