

Thursday 14th December 2023

Dear Parent/Carer

RE: Traffic Management Plan (TMP) – Reminder of changes to drop off and pick up of students.

The changes to traffic management will affect the drop off and pick up of pupils at the start and end of the school day. The changes are specifically for those pupils who arrive and leave by car. The school bus times remain unchanged. The need for the TMP changes is to support with the capital building programme at Eden House, there will be no access to the Eden House site during the first phase of the build programme. For more information on the Seva School expansion please click on this link or go to our website: <https://www.sevaleducationtrust.org/sevaexpansion>

This letter explains the changes that started on Monday 27th March 2023.

There will only be 2 locations where parents can park. These 2 locations are either Link House car park (please see MAP 1 on page 4) or North View (please see MAP 2 on page 5). Your location will be determined by which year group your child(ren) is in. In the best interests of everyone's health and safety, it is paramount everyone adheres to these expectations. We will be issuing parents of students in key year groups, given designated permission to park at Link House, with forms to complete and return. Only those registered will be allowed access to park on the Link House car park. Those parking without permission, causing obstruction, parking or driving dangerously will risk escalation towards a letter banning them off site for a fixed period.

What are the changes? and Who are they for?

NEW DROP OFF ARRANGEMENTS		
YEAR	MON to FRI	PARKING LOCATION
YR - Y1	8.10am - 8.30am	Can park in Link House Car Park - must display badge
Y2 - Y6	8.10am - 8.30am	Turning circle in Link House Car Park - Drop and Go or park/drop off on North View

- Parents of children in YR & Y1 only can park on the Link House car park if they wish to do so. However, the preference is that they also use the drop and go traffic system. These parents will be expected to display the badge issued by the school on the windscreens of their vehicles as well as be prepared to provide the documentation to match what is kept by the school if requested.
- Parents of children in years 2 to 6 must only use the drop and go traffic system and are not allowed to park on the Link House car park.
- Members of staff will be present at the drop and go point to greet students as they are dropped off (please see MAP 1). Parents are not permitted to get out of their cars at the drop and go point or expect to speak to members of staff during this time.

NEW PICK UP ARRANGEMENTS			
YEAR	MON / WED / FRI	TUES / THURS	PARKING LOCATION
YR - Y1	2.55pm	3.55pm	Can park in Link House Car Park - must display badge
Y2 - Y6	2.55pm	3.55pm	Ensure you park on North View and walk to collect child(ren)

- The primary school day will finish 5 minutes earlier (2.55pm Monday/Wednesday/Friday. 3.55pm Tuesday/Thursday)
- Parents of children in YR & Y1 only can park on the Link House car park. These parents will be expected to display the badge issued by the school on the windscreens of their vehicles as well as be prepared to provide the documentation to match what is kept by the school if requested.
- Y2 & Y6 must park on North View and walk to collect child(ren) from the normal collection points at Link House at the end of the day (please see MAP 1 on page 4)

Secondary Drop off and Pick Up

NEW DROP OFF ARRANGEMENTS		
YEAR	MON to FRI	PARKING LOCATION
Y7 - Y11	8.10am - 8.30am	Ensure you park/drop off on North View

- Parents of students in Y7 to Y11 must park/drop off on North View (please see MAP 2 on page 5)
- Students can enter the school using either the footpath along Denso or the Green Gate near Reception class. They must cross safely, and drivers must drive slowly, be vigilant and courteous towards the pedestrians that are crossing.

NEW PICK UP ARRANGEMENTS			
YEAR	MON / WED / FRI	TUES / THURS	PARKING LOCATION
Y7	3.15pm	4.15pm	Can park in Link House Car Park
Y8 - Y11	3.15pm	4.15pm	Ensure you park/collect pupils from North View

- The end of the secondary school day remains unchanged.
- Parents of students in Y7 only can park on the Link House car park. These parents will be expected to display the badge issued by the school on the windscreens of their vehicles as well as be prepared to provide the documentation to match what is kept by the school if requested.
- Parents of students in Y8 to Y11 must park on North View and must either wait for their child(ren) to walk to the car or collect them from the normal collection points at Link House

If you have children in both Primary and Secondary, you must collect them when the Secondary day ends. The sibling in Primary will be collected by their sibling in Secondary at the end of the school day from a holding classroom.

Key Traffic Management Plan Expectations

- There will be NO RIGHT TURN when exiting Link House car park - you must TURN LEFT and head towards the mini roundabout at Paradise Way to turn back on yourself. This will support the flow of traffic when the drop and go traffic system is in operation during the mornings and avoid grid lock.
- Always give way and priority to pedestrians
- Do not unduly wait in your cars at Link House or North View - arrive and depart in a timely manner.
- Vehicles must not exceed 5mph whilst on the Link House car park.
- Avoid parking in spaces designated for coaches or behind them.
- Avoid parking in spaces designated for Blue Badge holders.
- Avoid parking at the bus stop.
- Do not turn or park at any of the DENSO entrances – we have previously communicated about complaints received from DENSO about this and this does not help us to build much needed positive relationships with local industry.
- Do not enter the Eden House site at any time or for any reason.

Whilst we relish in the tangible prospect of seeing our school grow and look forward to the multi-million-pound development being delivered, we fully appreciate what a team effort this has been and will be moving forwards. Getting the TMP right will be something we can all start with and be proud to get right.

Thank you in advance for your co-operation, care and consideration.

Vaheguru Ji Ka Khalsa, Vaheguru Ji Ke Fateh.

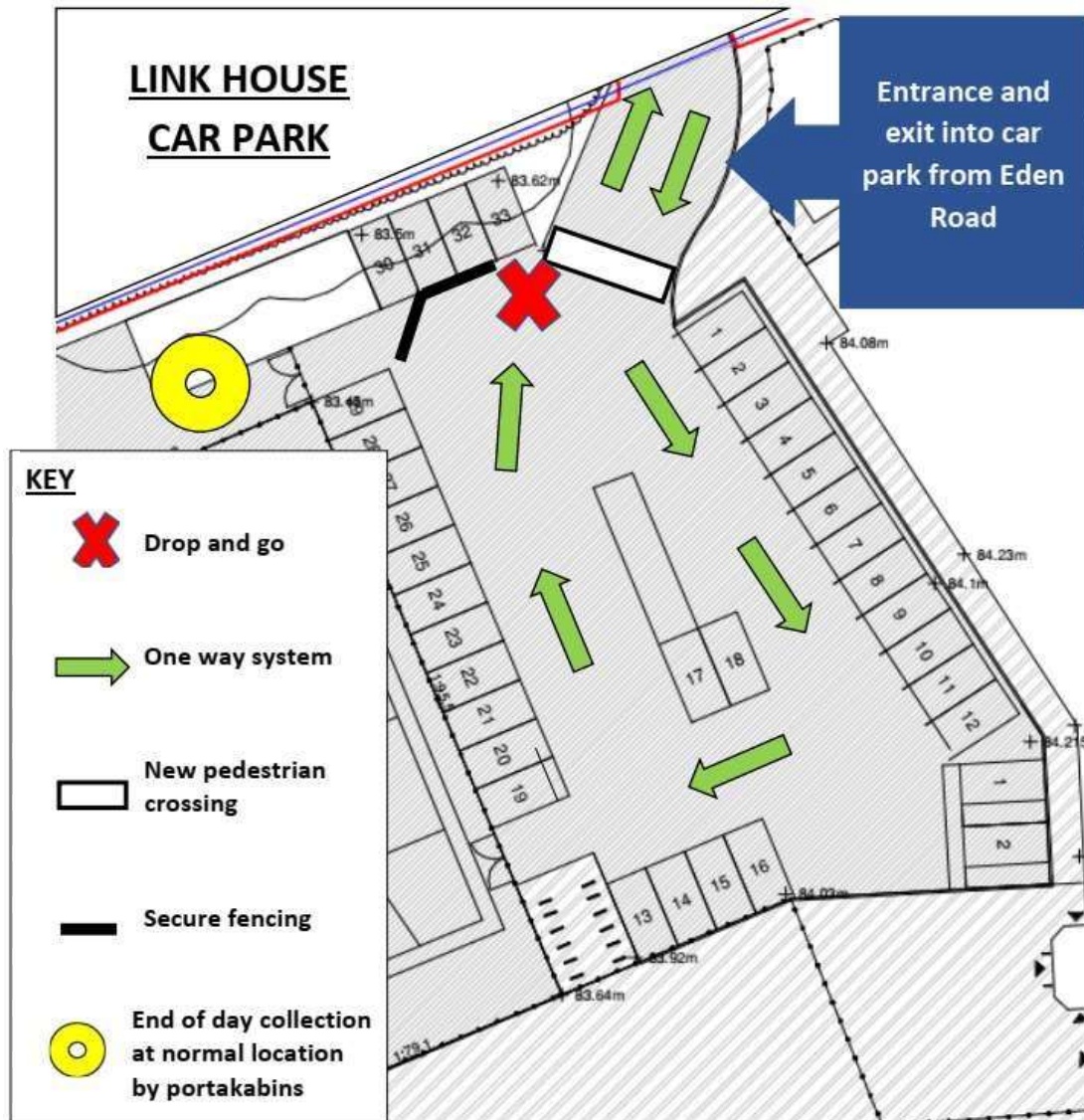
Yours sincerely,

S Sanghera

Mrs. S. Sanghera

Principal

MAP 1 – Link House Car Park / Drop and Go Location



MAP 2 – North View

