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Monday, 16 March 2026

Dear Parents and Carers,

We are writing to remind all families of our procedures for dropping children off when arriving late to school. For the safety of our pupils and the smooth running of the school day, **parents and carers must not use the staff car park for drop-offs.**

We do have a small number of parents/carers who have **specific, agreed arrangements** in place to use the disabled parking bay. These arrangements are only granted where families meet the necessary criteria. If you have not been given this permission, please ensure that you **park safely on the road and walk your child into school.**

We are also asking for your continued cooperation in ensuring that all driving and parking around school is done safely, courteously and with consideration for others. We expect all adults in our community to conduct themselves respectfully. **Any reported incidents of abusive behaviour will be treated with the utmost seriousness, and, where necessary, reported to the police.**

Thank you for your support in keeping our school safe and welcoming for all members of our community.

Kind regards,

Elmhurst School