

# Hylands School

An Academy within The Kemnal Academies Trust  
Headteacher: Mr T Thorpe



SE/el

2<sup>nd</sup> September 2016

Dear Parent/Carer,

The lower field will be open from 2.50pm Mon-Fri and 1.45 on Tues to park and wait for your children however as from Monday 12<sup>th</sup> September the main school gates on Chelmsford Road are closed at the end of the school day to ensure the safety of all children leaving school during this busy time. The gates will re-open for parents/carers to collect their children at the following times:

Monday – 3:15 pm

Tuesday – 2:20 pm

Wednesday – 3:15pm

Thursday – 3:15pm

Friday – 3:15pm

If you wish to wait inside the school boundary there is a pedestrian entrance to the left of the main gates which will be open but there will be no access to unauthorised vehicles before the times stated above.

Those parents that have SEN passes will be allowed on site before the above times to collect their children.

Thank you for your assistance and co-operation in this matter.

Yours faithfully

Mr S Everitt  
Facilities Manager