

Hylands School

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



SE/el

22nd November 2016

Dear Parent/Carer,

Please be reminded that no parents should be on school site at the turning circle/Chrlmsford Road entrance in a vehicle at the end of each school day , this is to ensure the safety of all students leaving school at this busy time.

Parents can enter onto school site to collect students by car at the following times:

Monday 3.15pm
Tuesday 2.25pm
Wednesday 3.15pm
Thursday 3.15pm
Friday 3.15pm

or when once the coaches have left school site.

If you wish to wait on the School grounds you can access the pedestrian gate which is situated to the left of the main gates.

Those parents/carers who have SEN passes will be allowed on site before the above stated times.

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

Yours faithfully

Mr S Everitt
Facilities Manager / Health & Safety Officer