



24 January 2020

Dear Parents and Guardians of The Ladies' College

### **Expectations regarding vehicles on site, car parking, and arrangements for drop off and pick up**

Mindful of our busy site and the need for those picking up girls to do so in a safe and efficient manner, we have been reviewing the above arrangements for both colleagues and parents and take this opportunity to revisit how this works for the benefit and safety of our community.

We would ask that all drivers adhere to the following:

- reduce speed to a maximum of 5 mph **immediately** upon entering the site from Les Gravées
- come to a **complete stop** at all pedestrian crossings, and check there is no one on the crossing, before moving forward slowly
- adhere to the **one-way system** of the roundabout and to other road markings and directions
- **before** reversing, check all sides of the vehicle, remembering that children are not as visible as adults, and to keep checking all sides during the reversing maneuver
- **follow any instructions from The Ladies' College staff in respect of parking locations.**

In addition to the above we ask that parents/guardians respect the following:

### **Melrose and Pre-Preparatory Department parents/guardians**

- may park on the netball court and available 'visitor' spaces for drop off and pick up purposes
- may not park on any yellow lines, on the pavement outside the Art and Drama building or directly outside Melrose Reception doors
- should not park in numbered parking spaces which are allocated to staff
- should use the pedestrian crossing to access the Melrose lawn for drop off and collection purposes
- should ensure that your daughter is ready to exit the vehicle promptly (without assistance) if dropping off by the Melrose gate/outside of Melrose.

## Senior School and Sixth Form parents/guardians

- may not drive onto site from Monday to Friday 07:30 -09:00 and 14:30 -17:00 inclusive
- should respect the access of our neighbours when collecting their daughter/s from Brock Road, Percharads Lane and Roquettes Lane. Cars should not be parked on the pavements or blocking the entrances or exits to our neighbours' properties (particularly in Rocquettes Lane) or the access of our students to the site
- may seek permission to drop off/collect students who have a large instrument which is difficult to carry, those on crutches, those carrying large amounts of sports equipment, or those who have an illness which impacts on their mobility or levels of energy and for which we have a Doctor's letter. In these instances, we ask parents/guardians to drop off before 08:00 and collect after 16:15 wherever possible (15:45 on a Friday). Should your daughter's name need adding to the list of students who require special dispensation, please provide a written request to this effect.

We will continue to actively monitor traffic and we thank you for your cooperation in ensuring the safety of our girls and all those who visit The Ladies' College.

Yours sincerely



Elizabeth Bridge  
**Vice Principal, Bursar and Clerk to the Governors**