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Headteacher: Mrs S Keefe

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June 2015

Dear Parents and Carers

With increasing numbers of children coming to Hillmead from further distances, parking on site is becoming a real problem, along with issues of speeding, and other bad driving habits. I would like to thank those who do park carefully and safely, and also those who walk/cycle and scoot to school wherever possible. [We were very impressed with the results of our Walk or Wheels Week with most children making at least part of their journey car-free. What a fantastic week it was!](#) We are lucky to be one of just two schools with on-site parking in Bishop's Stortford and we would like to avoid closing the school site to parents who drive, but this could become our only option if things do not improve. We have only a small number of spaces, and during a recent survey we observed 75 cars coming onto the site to park during school pick-up time. There were also cars parked on double yellow lines, parked/driving/reversing dangerously, or blocking in other parents and members of staff.

We would therefore ask the following:

Please only drive when you absolutely need to. Walk, cycle or scoot whenever possible. Please also consider parking at Tescos, or safely and considerately in the surrounding streets – it only takes a minute or so to walk from these locations.

Please be mindful that if you arrive just before school finishes, or are running late, there is almost NO likelihood that there will be parking spaces left on site, so please do not attempt to find one. It will then be difficult to turn around, you will feel rushed and your quality of driving may suffer – you may also be tempted to park somewhere unsafe.

There is a map attached to this letter. Areas in green are perfectly acceptable to park. Those in yellow are not ideal but are an option. Those areas in red must ABSOLUTELY NOT be used for parking.



They are not safe – it may be due to a need for access for the fire service, or where it is blocking safe passage of moving cars, or the view of drivers where children may be. Whatever the reason, please respect these areas and do not take the risk! We have a drop off system in the morning for children in KS2 – parents may enter the layby and stop to let their children out of the car – there is a member of staff on the playground from 8:45am to ensure their safe passage into the school building. The layby must NOT be used to park in the mornings, otherwise this drop off system will not work.

We will be operating a new procedure as outlined below :

First “offence” of parking on a red zone, a reminder notice will be left on car windscreen (or given to driver), a note will be made of the registration number and a photograph taken of the vehicle.

Second “offence” - a photograph will be taken, the registration noted and the driver will receive a letter from Mrs Keefe with a final warning.

Third “offence” - a photograph will be taken, the registration noted and the driver will be asked to come in for a meeting with Mrs Keefe, following which they may be banned from parking within the school grounds.

The school very much hopes it will not come to the point where we need to ban parents – we all need to work together, and I'm sure you will all agree that the safety of our children is paramount.

Yours sincerely

Mrs M Shenston  
Acting Headteacher