

SAINT NICHOLAS SCHOOL

Hobbs Cross Road
Old Harlow
Essex CM17 0NJ
01279 429910



Headmaster: Mr A D Petty BA MSc PGCE FRSA

7th September 2020

Dear Parents,

Arrangements for the beginning and end of the day

Thank you all so much for your cooperation today in the arrangements for the drop off and pick up of the pupils.

At drop off in the morning, if you arrive before 8.15am please drop pupils at the new car park next to the manège (car park A), where they will be supervised by duty staff. Parents should then leave the site immediately for the efficiency of traffic flow.

If you have more than one child, please drop all children off at the scheduled time of the youngest of them, unless the children are attending the before school provision (from 7.45am).

Whilst we did have all pupils, except those staying for after school provision, off site by 4.30pm today, we have reviewed the arrangements and are making the following changes which are indicated in red, and which should reduce the amount of queuing:

Age Group	Drop off	Pick Up	Parking Area
Reception	8.50am	3.15pm	Lower School car park (playground)
Years 1 and 2	Y2 – 8.30am	3.30pm	Lower School car park (playground)
	Y1 – 8.40am	3.30pm	
Years 3-5	Y5 – 8.20am	3.40pm	Through the red Barrier
	Y4 – 8.30am	3.45pm	
	Y3 – 8.40am	3.50pm	
Years 6-8	Y6 – 8.10am	4.05pm	Lower School car park (playground)
	Y7 – 8.15am	4.10pm	Car Park A (next to the manège)
	Y8 – 8.20am	4.15pm	Through the red Barrier
Years 9-11	Y9 – 8.20am	4.20pm	Car Park A (next to the manège)
	Y10 – 8.25am	4.25pm	Car Park A (next to the manège)
	Y11 – 8.30am	4.30pm	Lower School car park (playground)

Please do not arrive early to pick your children up as it does cause congestion in the car park and on the drive. Again, if you have more than one child, please collect them all at 4pm from the Lower School car park (playground).

I would remind you that you can use both lanes coming up the drive: the left hand lane is for the drop off area beyond the red barrier and the right hand lane is the Lower School car park (playground).

In addition, we will also be widening the road into the new car park next to the manège (car park A).

We have very much enjoyed having all the pupils back on site today and we look forward to working with them this term.

With best wishes.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. D. Petty', with a long horizontal flourish extending to the right.

A. D. Petty
Headmaster