



Holy Souls RC Primary School

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Headteacher: Mrs Danielle Ellison

Chair of Governors: Miss Margaret Wells

Dear Parents/Carers

I am writing to clarify the guidelines around collecting your child/ren from school - either at the end of the school day, or following an after school club.

Children from Reception to Year 3 **MUST** be collected, by an adult or sibling of High School age, from the external door that they enter school through - with the exception of Year 1 who are to be collected from their internal classroom door.

Children in Years 4, 5 and 6 will exit via the Key Stage 2 door down the ramp - which is where Year 4 children should be collected from by an adult or sibling of High School age. **ONLY** children in Years 5 and 6 will be permitted to leave the school grounds unaccompanied. Year 6 children **are not** considered old enough to be responsible for a younger sibling.

Equally all children in Year 4 and below should be brought down to the playground at the start of the day and not allowed to walk independently from wherever the car is parked.

I completely understand that parking around the school is a huge challenge - this is the same for most primary schools across the country! However, parents/carers can park on the Knowles Arms car park and walk through, or alternatively park near the Tesco Express on Whalley New Road and then walk up the path to collect children.

We ask that parents/carers do not stop in the road to drop children off, pull up on the zig zags or block residents' driveways. Photographs of illegal and inconsiderate parking can be sent directly to the Community Police at BlackburnNE.NPT@lancashire.pnn.police.uk We encourage parents/carers to do so independently - not through school. The Community police can also be contacted on 01254 274815.

No parking is permitted on the staff car park unless the driver is a blue badge holder or by prior arrangement with myself under exceptional circumstances.

This is all due to the safety of your children and I thank you for adhering to the guidelines set.

Kind regards

Danielle Ellison
Headteacher

Holy Souls School is a Roman Catholic Primary School in the Diocese of Salford and the Borough of Blackburn with Darwen

