



# Zaytouna Primary School

Being Brilliant Together!

500 London Road Derby Derbyshire

DE24 8WH

Tel: 01332 383379

Email: [office@zaytounaprimery.co.uk](mailto:office@zaytounaprimery.co.uk)

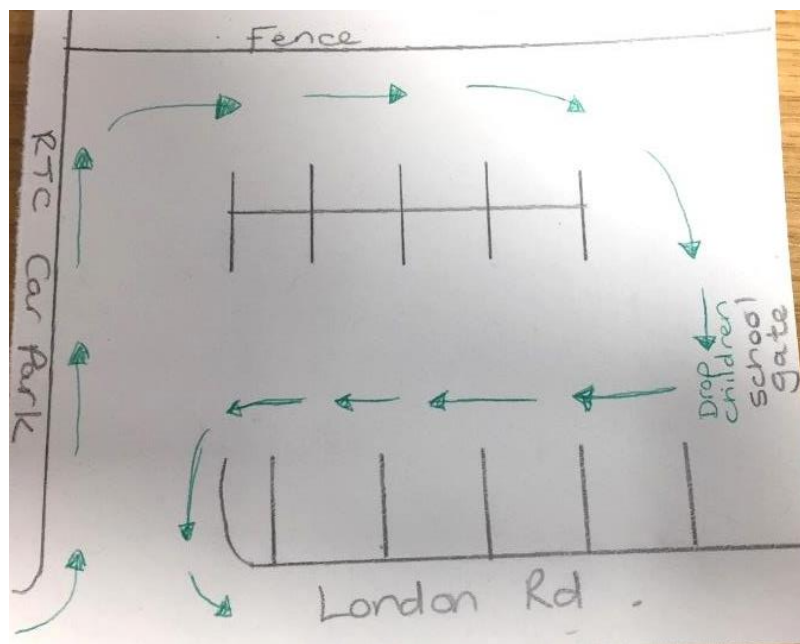
[www.zaytounaprimery.co.uk](http://www.zaytounaprimery.co.uk)

8<sup>th</sup> October 2018

Dear Parents,

As you will be aware the school car park was reconstructed during the summer holidays. This now means that we have our own entrance which is no longer shared with the RTC building. We have also had a new gate fitted on London Road towards Litchurch Lane. We would like to take this opportunity to remind our parents of the rules for using the car park and some new routines for dropping and collecting children.

1. Parents are allowed to drive onto the school car park to drop their children off in the **morning only** at the drop off point near the school gates. Teachers will be available from 8:15am to assist children out of the car. **Parents must stop at the drop off point and the teachers will help the children out of the car. Parking on the car park is not permitted in the morning except for parents that have a parking permit for their child.** This routine also applies to EYFS children. The EYFS gate will be open and a member of staff will supervise the children.
2. The car park operates on a one-way system as illustrated in the diagram below.



3. Parents will not be allowed to park by the fence and cones will be placed there.
4. We have been instructed by the Police and the City Council to take photographs of registration plates for cars that are parked on the kerb outside the school.
5. The Litchurch Lane walking bus will no longer operate. The new gate on London Road will be opened at 8:15am in the morning and 3:15pm in the afternoon for parents to drop/collect their children (walking).

**We still highly recommend parents to walk their children into school having safely parked at City Gate or Litchurch Lane. We especially encourage EYFS parents to walk into school with their children.**

All parents must return the form attached to this letter **by Monday 15th October** indicating how they will be dropping and collecting their child(ren).

All parking permits issued for children will be renewed automatically and parents will receive a new permit. Any permits issued for parents with medical issues will need to be renewed and any previous permit is no longer valid until a meeting is held and a new permit is issued.

**The rules outlined in this letter will be strictly enforced.** Parents are kindly requested to observe the rules of the school as well as all road safety laws ensuring that their actions do not set a bad example or put themselves, children and other road users at risk. The rules set out in this letter will be strictly enforced and **any parents not following the rules of parking around the school will be invited for a meeting to discuss why they are not adhering to the rules around parking and are negatively affecting the rest of the school community.**

**We would like to thank the vast majority of our parents who do observe the rules of the school and are a great example to those around them.**

Miss K Price  
Headteacher

Mr B Khandia  
Head of Islamic Studies



**My child/ren will be dropped off/Collected by the following method:**

AM

PM

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | School Bus   | <input type="checkbox"/> |
| <input type="checkbox"/> | Walking/Bike   | <input type="checkbox"/> |
| <input type="checkbox"/> | City Gate Walking Bus                                    | <input type="checkbox"/> |
| <input type="checkbox"/> | Drop off for Breakfast Club                              |                          |
| <input type="checkbox"/> | I have a Parking Permit                                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Dropped onto the Car Park (Morning Only)                 |                          |
| <input type="checkbox"/> | Parking on Litchurch Lane and walking my child to school | <input type="checkbox"/> |
| <input type="checkbox"/> | Parking on City Gate and walking my child to school      | <input type="checkbox"/> |
| <input type="checkbox"/> | Other (please explain)                                   | <input type="checkbox"/> |

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1. Name of child and class: \_\_\_\_\_

2. Name of child and class: \_\_\_\_\_

3. Name of child and class: \_\_\_\_\_

4. Name of child and class: \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

