



St Gregory's Catholic Academy

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Spring Garden Road, Longton, Stoke-on-Trent, Staffordshire. ST3 2QN

Executive Headteacher: Mrs M Yates

BEd (Hons) NPQH. NLE



National Teaching School
designated by

Department for Education

12th November 2018

Dear parents and carers

Car Park Permits for Spring Term 2019

The current permits will expire at the end of this term and new permits will be issued before we finish for the Christmas holiday. Permits will again be issued on a first come, first served basis, limited to 70 places.

The permits will be available on Parentpay from 9am Tuesday 13th November until 3.30pm Monday 19th November. Once you have made your payment please bring in your completed application form, available from the school office by no later than 3pm on Wednesday 23rd November 2018.

YOU WILL NOT RECEIVE YOUR PERMIT IF YOUR APPLICATION FORM IS NOT COMPLETED IN FULL AND RETURNED WITHIN THE DEADLINE.

We will text you when the permits are available for collection.

The car park will be open from 8.30 to 9.15 am and from 2.45 to 3.30 pm only every day and will be locked at other times. The car park will be locked at 9.15 am and at 3.30pm, even if cars are on the car park, for safeguarding reasons. If you anticipate staying in school for whatever reason **do not** park on the car park. Please note that the entrance gate to the car park closes at 9am as children arriving after this time need to be signed in at the office. The entrance gate to the car park will be locked at 3.25pm. If you arrive after this time you will need to park elsewhere.

The car park may be closed in winter for safety reasons and permit holders use the car park at their own risk. Please use the pedestrian path and the crossing point. Please see the car park terms and conditions which will be attached to the application form. The school code of conduct applies on the car park and we will exercise zero tolerance with regard to abuse towards staff. May we please remind you to drive safely and to be cautious when entering and leaving the car-park as pedestrians may be on the pavement outside the gate. For obvious safety reasons, please do not leave young children in the car while you drop off or collect your children.

The cost of parking is £16 per family per term and will include a maximum of two permits per family if two vehicles are used.

Yours sincerely

Mrs M Yates
Executive Headteacher



All Saints Catholic Collegiate

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