



Elgin Academy

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Our Ref

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To Parents

Elgin Academy - Temporary Arrangements for Pupil Drop-off and Pick-up

As you will know, there were some alterations to the upper car park at the school over the summer break; new paved parking areas were created and the car park was resurfaced. This completed stage one of the remodelling of this car park as part of the development of the new Elgin Academy, which is due to be complete at the end of February 2012.

The new school will have a dedicated access for school transport and a separate entrance for visitor parking, and drop-off and pick up for parents. However, until these new parking facilities are available, the car park at the upper level will continue to be used for school buses and also for pupil drop-off and pick-up. The following guidance will help you to safely drop-off and pick up your child.

- Please restrict your speed within the car park to 10mph maximum.
- Please use the lock block paved areas for drop-off and pick up. The areas to the south (nearest the school) and west (next to the exit) allow safe passage to the school away from cars.
- Please park either nose-in or reverse into the space. This allows safe access to the school, and also allows space for many more vehicles to stop at the same time. When reversing please be aware of other traffic and pedestrians.
- Please avoid “parallel parking” on the block paving as this greatly reduces the capacity for cars and leads to drivers stopping in the middle of the car park.
- Please avoid stopping or dropping off in the middle of the car park, as there is no safe route for pupils to the school.
- School buses will be using the paved area nearest the school to drop-off and pick up pupils. If you are parked there when a bus arrives, please wait until the bus leaves before driving off.

And above all

- Please be considerate of pedestrians and other traffic, and be safe.

Thank you
Andy Oliver
PPP Project Manager