



15<sup>th</sup> September 2020

Dear Parents/Carers

Following an incident yesterday when a car in the car park rolled backwards towards where children were lining up to come into school, I have carried out a risk assessment and made changes to the morning arrangements.

No one was injured in the incident and the car concerned has been checked overnight and the handbrake was not found to be faulty. Today it has been parked on the flat and left in gear to ensure the children's safety.

The Senior Leadership Team and I have carried out a further risk assessment today and have decided to alter the parking arrangements so that there can be no possibility of a repeat incident. Staff cars will be double parked only on the flat side of the car park in order to minimise as few cars parked outside on the road as possible. There will be no movement of cars on site between 8.25am - 8.50am and 3.00pm - 3.20pm.

The cones and crosses will be evident tomorrow morning so that the children will know where to stand - and I will be out as usual to ensure everything runs smoothly.

Thank you for your understanding in this matter and if you have any further questions, please do not hesitate to contact me.

Yours sincerely

A H Simpson

Headteacher