St Clement’s R.C. Primary School

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 Head Teacher

 A. Macgregor

Director of Education

 M. Wood

4th December 2013

Dear Parents / Carers,

**School Travel**

Please find enclosed Dundee Travelactive’s Safer Routes leaflet for the Campus. I think that this is a very useful document to help you to plan how your child is going to get to / get home from school each day. Now that phase two is almost complete, you’ll have noticed that the Staff and Visitors Car Park is now open. This has freed up large amounts of space around the school and should make it much easier for those of you who drive your child to/from school to find a safe drop off or pick up area – these are all indicated clearly in the leaflet, along with recommended Park and Stride zones which will allow you to park and then walk your child to school. **Please note that in the interests of safety the Staff Car Park must not be used as a drop off or pick up zone at the start or end of the school day.** At these times, all the gates around the campus are open.

**Gate Opening/Closing**

From Monday, gate arrangements will be:

Balgarthno Road (Gaiety) and Charleston Road: open 7.00 – 9.15am and 3pm – 6.30pm.

Buttar’s Street (Main Entrance) and Balgarthno Place (east end): open 7am – 6.30pm.

These arrangements are regularly reviewed, always with a strong emphasis upon pupil safety ahead of convenience. They allow for safe access to / exit from the Campus and also for pupil safety during the school day by ensuring that the Campus Grounds are not a through route.

As always, pupils arriving late to school will need to enter via the Main Entrance. All visitors to the building will also need to use the Main Entrance, including for class drop-ins and Open sessions. Also in the interests of safety, visitors must not use Pupil Entrances unless directly accompanied by a member of staff.

All of these arrangement will be kept constantly under review, and I’m happy to listen to opinions on possible improvements. Pupil safety will, of course, always be a higher priority than convenience.

Yours sincerely,

A. Macgregor

Head Teacher