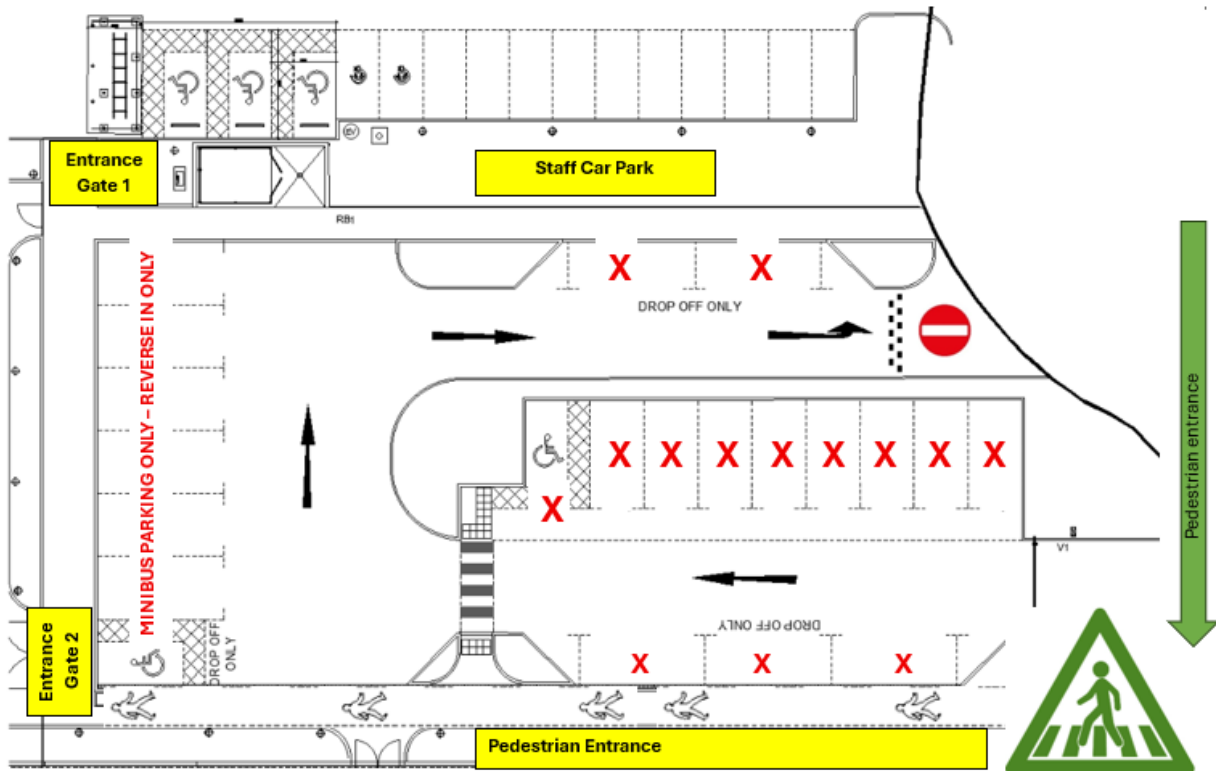


September 2025

Dear Parent / Carer

TRANSPORT DROP OFF AND PICK UP FROM SEPTEMBER 2025



I am pleased to say that our new college car park is now complete; please find below some guidance about how this new system will work

PEDESTRIAN ENTRANCE – any pupils walking to college must walk down to the crossing point and use the path on the edge of the car park for safety – they must not cut across the new car park.

Please let us know if your child will be walking independently to college via this survey link:
<https://www.surveymonkey.com/r/J9JSZTK>

Guidance if you transport your child to college:
MORNINGS

Where possible please park off site and walk in with your pupil or give them permission to walk in independently from surrounding roads via this survey link:

<https://www.surveymonkey.com/r/J9JSZTK>

If this is not possible or safe, please park in a visitor space and use the pedestrian walkway in the new carpark

Pupils must be supervised until Reception doors open. We cannot take responsibility for your child until 8.45am.

You may see some unaccompanied pupils waiting – these will be independent travellers. Pupils should not wait in the Reception area as staff will be entering. Some parking within the school gates will be reserved for larger WSCC vehicles – please do not park in these minibus bays – you may park in front of the barn building.

AFTERNOON

In the afternoon pupils must be collected from within the gated area after 3.30pm (unless we have permission for them to leave independently)

If possible, please park off site to allow space for West Sussex vehicles.

The access gate will open at 3.20pm and pupils will start to leave at 3.30pm

DROP OFF / PICK UP AT RECEPTION

For Breakfast Club - pupils can 'buzz in' to Reception from Gate 1 – the barrier to the 'drop off' car park will be closed therefore parents can park in the staff car park in front of the minibuses (please do not park in a staff space)

Should parents require access at any time to collect a sick child or drop off after a medical appointment, they should use the intercom at the barrier to request access.

If you have any queries please contact Gillian Barton 01444 244133

gbarton@woodlandsmeed.co.uk

Yours faithfully



Gillian Barton Deputy Head Teacher SEND