



School Site: Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY
College Site: Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

7th October 2026

Dear Parents/Carers,

College Site Parking Arrangements

We have recently experienced an increase in the number of taxis and parents/carers parking in our staff car park, including the designated minibs bays. As you will appreciate, this can cause significant difficulties, particularly when college trips are returning at the end of the day.

We would therefore like to remind all visitors to park considerately. Some staff members need to leave the site during the day, and blocked parking spaces can cause unnecessary disruption. If this issue continues, we may have no option but to lower the barrier and restrict access to the staff car park.

All taxis should park in the visitor car park unless prior permission has been granted to use the staff car park.

We understand that parking can sometimes be challenging; however, we kindly ask that parents and carers use the surrounding residential roads, where appropriate, and walk up to the college.

If you are collecting your child from college at the end of the day, please come into the college reception area to collect them. We have recently noticed a number of students leaving the college site independently to meet parents or carers who are waiting nearby. For safeguarding reasons, students should remain on site until they have been collected, unless parental consent has been provided for independent departure.

If you would like your child to leave college independently to meet you in the visitor car park or another agreed collection point, please complete the consent survey below:

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

Once we have received your permission, we can authorise your child to leave the college independently to meet you.

Thank you for your cooperation and support in helping us keep our students safe and ensure our site remains accessible for everyone.

Kind regards,

Martin Woods
Assistant Head