



1st September 2017

Dear Parents

14 Ipswich Road,
Norwich, Norfolk NR2 2LR
(01603) 620180
www.townclose.com

Parking at Town Close

Over the last few years, we have worked really hard to make morning drop off and evening collection arrangements as efficient as possible for parents arriving by car so as to minimise congestion within the School and on surrounding roads.

As ever, if you are able to walk or cycle into School with your children, this is much appreciated. We also appreciate those parents who use free on-street parking on the Ipswich Road (half hour and two hour bays) and then walk into School at these times. It is quite appropriate for parents of older children to permit them to come to and from School alone or to have permission to walk out of School and meet you nearby at the end of the day. Please do let the front office know, however, if you would like your child to be allowed to leave the premises unaccompanied.

For those of you wishing to bring your car onto site for evening pick-up, we are operating a new permit system this year. Parents with at least one child in Year 3 or below are welcome to enter the Ipswich Road car park from 3.45pm (once stop and collect has finished) and from 3.50pm on the Newmarket Road side. We will send these parents a permit next week to display in your vehicle for the staff manning each of these entrances to see. Please can I implore those using the Newmarket Road car park not to arrive before 3.50pm and obstruct the main road by waiting for the gate to open. This is even more important now that the cycle way is being put in place and the space on the road is restricted. Parents with children in Year 4 and above only are invited to use both car parks from 4.10pm onwards and will not need a permit to enter the School from this time.

Morning drop-off arrangements remain unchanged. The gates on both sides open automatically from 8.00 – 8.30am, with Pre Prep pupils (and any Prep siblings) able to be dropped off on the Ipswich Road side and Prep pupils only on the Newmarket Road side. Please note that there are only a few spaces available to park on site while stop and drop takes place so if you would like to accompany your child into School (especially important for younger children new to the School) it may be better to park on the Ipswich Road and walk in together.

Congestion is always at its peak in the first few days and we would therefore be particularly grateful if as many returning families as possible could walk into School or use the stop and drop and stop and collect services during this time to provide as much space as possible for those new children finding their feet.

Thank you in advance for your support with these arrangements and I look forward to seeing you next week.

With my best wishes

Nicholas Bevington