

Newlands Girls' School

Courage Commitment Compassion

Headteacher: Miss J. Capon



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4th September 2024

Dear Parents and Carers

It has been wonderful to welcome Years 7 and 12 back to school today and we are looking forward to seeing everyone else tomorrow morning. I wanted to share a few logistical updates with you.

Site Opening

The school gates open at **8.25am**. Senior staff welcome the students in the morning and complete gate duty at the end of every day. **Gate 1** (Farm Road) is the entrance for **Y7, Y8 and Y9**. **Gate 2** (which is the furthest entrance, close to Newlands Drive) is for **Y10, Y11 and the Sixth Form**. Newlands Drive gate will remain closed.

Punctuality to school is really important and students must be in their Form Rooms by **8.40am**. Just before this time, all gates will be locked and students must enter via the locked pedestrian gate and will have to buzz in. This gate will be supervised daily by a member of the Senior Leadership Team.

Parking at Newlands

Most visitors will be aware that we have very limited parking on site. The spaces are reserved for our school staff with a few pre-booked opportunities for those with appointments in the school day. We have one free visitor's space by the main reception, and a bay for persons with a disability for those who need it. When you are driving into the school site you need to press the buzzer to gain access. There is plenty available parking in the roads surrounding the school and we ask that parents, where at all possible, park off site and walk the short distance to school. There is no onsite parking available for students.

At the front of the school beyond the fence (in front of the site manager's lodge) we have a lay-by which is strictly reserved for parents who need to collect students with additional needs. Parents should request a waiting permit by contacting office@newlandsgirls.co.uk if this concession applies. Any cars without a school permit will be asked to move on so please do contact us if you require one.

It is essential that parents do not park on the single yellow lines at the front of the school nor block the access to residential driveways. This is both illegal and dangerous. There is always a member of staff at the gates to ensure an orderly exit from our site.

If you have any questions do not hesitate to get in touch and we thank the Newlands community for helping keep our students safe by respecting these guidelines.

Yours sincerely

Miss Jo Capon
Headteacher



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

