



18th October 2019

Dear Parents / Carers

I am delighted to be able to confirm that that we finally take occupancy of our new school block next week. Handover of the new block triggers a series of moves within the school, some of which have a significant impact on students.

I am therefore writing to you regarding changes that will come into effect immediately after half term. Please read this letter carefully and make sure your child is aware of how these changes will affect them.

- It has always been the intention to 'turn round' the school as part of the expansion process. Effective from the first day back after half term, the main vehicle and pedestrian entrance to the school will be via the gates at the bottom of Warren Road, nearest Swakeley's Drive. The current entrance gates will become the vehicle exit and there will no longer be pedestrian access at that point. Parents and other visitors to the school should report to the new school reception area, which will be located at the new building end of the school.
- All students need to use this new entrance point from Monday 28th October, including those on bicycles. The cycle sheds will have been repositioned alongside the new school block. All cyclists must dismount as soon as they enter the site, for pedestrian safety.
- As part of the expansion project we will also be changing our phone system. This will now be internet based, which we hope will alleviate some of the issues that we have previously encountered. With this in mind I would request that parents do not leave messages on the school phone system during the half term period as it is highly unlikely that they will be accessible when staff return. Messages for school staff can be sent via the 'contact us' facility on the school website.
- All students will be expected to be on site by 8.25 am on Monday 28th October for an 8.30 am start. If your child walks from the top of Warren Road, please make sure they take into account the fact that it will take a little longer to get into school as a result of the revised pedestrian access. The 'back gate' will be open as usual.
- Tutorials will take place in existing tutorial rooms on that date, however some tutor groups will relocate to the new building as the week progresses. Those families affected should have received a separate letter from Miss Williams, our Business

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Mr Gary Mullings BA (Hons)
Headteacher

Manager, earlier in the week explaining the process, especially as regards student lockers.

- In addition, we have planned for the English and Psychology departments to relocate into the new building. Students who would normally have English and Psychology during sessions 1 and 2 on Monday 28th (A week) should go to their current English classrooms. From break time onwards on Monday all English and Psychology lessons will take place in the new building. Staff will be on hand to direct students to the correct locations.
- As part of the new facilities there will be a new, second canteen facility in the new building. We currently have no plans to designate the different facilities to different year groups or key stages so students should visit the area that they feel is most appropriate. However, it should be noted that the new canteen will not have the facility to serve main meals. These will continue to be served during the second break in the existing canteen.

Parking and Access to Warren Road

I am sure that you are all aware of the parking and traffic issues in Warren Road and surrounding areas. Warren Road itself is relatively narrow, which means that its capacity for both stationary and moving vehicles is very limited. The expansion project has exacerbated this problem as we have experienced high numbers of parents who are attempting to park in close proximity to the gates in order to collect their children at the end of the day. This is regularly leading to gridlock on Warren Road with vehicles unable to pass each other. Along with this there has been frequent examples of thoughtless behaviours, most notably including parking across and even on residents' driveways, reversing into the school drive and attempts to make three point turns during peak times. There have also been reports of individuals becoming abusive when being asked to move vehicles by both staff and local residents.

I wish to make you aware that I have been recently visited by the Metropolitan Police who informed me that if the situation does not improve dramatically in coming weeks that they will be approaching the London Borough of Hillingdon to request that the parking restrictions be amended, which will mean that there will no longer be the opportunity to stop on Warren Road until much later in the day. With this in mind I would ask for the support of all parents and carers to ensure that we can effectively safeguard our students at both ends on the school day whilst maintaining excellent relations with our local residents. Primarily, I would again request that you do not drop off or collect your child on Warren Road. If you do need to stop on Warren Road, I would ask that you do not stop your vehicle across residents' driveways, on the yellow zig zag lines or directly opposite the school gates. Many of you will be aware that the new entrance gate is situated on a corner. Inconsiderate parking or maneuvering is likely to significantly increase the possibility of an accident.

As a school, we value our place at the heart of the community, which means that we always aim to enjoy positive relationships with our local residents and the wider community. We really do value the support that we receive from our parents and carers and we greatly appreciate support with this specific matter. We also believe that the expansion of the school is an exciting phase in the school's history and we appreciate your patience whilst the school has

been going through this transition. I hope that all families have an enjoyable half term break and I will look forward to showing many of you around our new facilities in the coming months.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gary Mullings'. The signature is stylized with a large initial 'G' and a long horizontal stroke.

Gary Mullings
Headteacher