08 October 2024

**Dear Families**

**Ref: Transport Arrangements at Abbot’s Lea School**

Firstly, I wish to express our thanks for the diligence of our SEN transport team and those families who regularly drop off and pick up from our school site. We acknowledge that we are faced with difficult infrastructure and are proud that despite this factor (which we cannot change) we run a smooth transport operation.

As is typical at the start of a new academic year, we allowed for a longer transport window in September to accommodate new staff, students, and the settling in process. Now that we are in October, we feel confident that everyone is accustomed to the routine and ready to adjust to a slightly shortened transport window. We stress that this is only a small adjustment and that the system will continue to operate in the same way, with the **only change being the morning timings.**

Beginning **Monday, 14th October 2024**, the gates will open at **8:50am**. Our staff will be present at the drop-off points to begin offloading at **8:50am**. The gates will close at **9:10am**, and any vehicles arriving after this time should press the buzzer at the gate so that the office can open the gates for access.

Please be mindful that for families dropping off, the following significantly helps:

* Families parking offsite and walking onto site where possible
* Families remaining in cars until a member of staff arrives
* Families exploring car-sharing
* Families reaching out to school for us to help you with transitioning your child onto transport (we appreciate this can be scary but we will help you)

We will, of course, continue to review the system and will maintain regular communication with you should any further adjustments be necessary. Aside from the new timings for the morning, the rest of the transport system, including the afternoon pick-up will remain unchanged.

Thank you once again for your support.

Yours sincerely

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Mrs E Tobin  
Deputy Headteacher