



# ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



12 September 2025

Dear Families and Transport Providers,

## Ref: Transport Arrangements

As we have now completed our first full week of transport operations on site, we have reviewed and slightly modified our afternoon protocol to make transport safer and smoother for the students, staff, families and transport providers.

I write to inform you of these updates.

Please note that **morning collection arrangements remain unchanged** and continue to run smoothly. It is, however, critical, that the families and transport providers observe the expectation that all students must arrive at school by no later than 9am. Students arriving after 9am will require their transport provider (whether a family or LA-provided taxi/bus) to report to Reception and await staff arrival to collect the students.

To make afternoon transport operation safe and timely, the following protocol is in place:

- School gates will open, as previously at 2:30pm to allow access to the site.
- Taxis arriving on site will be directed to park in the bays, whilst parents arriving to collect their children will be directed to park in the designated position on the drive.
- Parents may collect their children from 2:30pm and leave the site promptly.
- Students travelling on the LA-provided transport (whether taxis or buses), will begin to depart from 2:45pm.
- All students will then be called out from their classrooms at 3pm, to wait for their imminent collection (which we ask is no later than 3pm).

These changes are designed to improve traffic flow and ensure a smoother, safer and timely collection process for all students.

At all times, we ask that all drivers and pedestrians politely follow directions from the Transport Team (staff in hi-vis jackets). We also wish to remind all that there is no "right of way" for cars, buses or pedestrians and that all movement on the school site is directed by the staff.

Thank you for your cooperation and understanding as we implement these adjustments.

If you have any questions, please contact the school office.

Yours sincerely

Mrs K Myers  
School Business Manager