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Dear Parents and Carers,

Important Update: School Car Park Access and Site Safety

As we begin this new term, I wanted to write to you all as we are getting questions about parking arrangements now our barriers are in place.

What has changed?
Now that the main school is nearly full, and primary children are starting to learn in their new building, the pressure on our car park is growing. This has meant that there have already been an alarming number of near misses for our students.

As our school continues to grow and reach site capacity, keeping our students safe and well remains our highest priority. We have always intended to introduce our internal safety barriers at this stage of our growth. While we wait for these new barriers to be activated later this term, we will continue to secure the site using our external gates.

We did not want this to come as a shock, which is why we have highlighted in numerous previous editions of our weekly parent bulletin and newsletters.

What does this mean?
This means that from today parents will now no longer be able to use the car park at pick up and drop off times. We appreciate that is a change, particularly as we had not fully enforced our parking plans while numbers in the school were lower.

However, now that we are moving closer to capacity, it is right that the plans that were signed off by Highways Authority (Warwickshire County Council) and Planning Authority (Rugby Borough Council) when the school was built are properly established.

Why was more parking not included on plans for the school?
Modern schools are designed in line with guidance from the DfE and local education authority (Warwickshire County Council), whose policy dictates that schools must be designed with active travel—walking and cycling—as a preference, rather than around the car. Schools do not accommodate drop-off, pick-up, or general on-site parking (parking is strictly designated for staff and visitors).

Supporting Anxious, Neurodivergent, and Vulnerable Students
We understand that changes to routines can cause anxiety, particularly for students who are autistic, have ADHD, or experience high levels of stress around transitions. Parents may accompany

anxious students on foot onto the site by using the dedicated student pathway to the right of the school main entrance.

To support students without requiring parental vehicle access on site, we offer several reasonable adjustments:

- **Staggered / Early Departure:** Option for students to leave class 5 minutes before the main bell to navigate the grounds and exit calmly ahead of the crowd.
- **Peer/Staff Escorts:** Arranging for a teaching assistant or a designated buddy to meet the student at reception in the morning or walk them out at the end of the day.
- **Soft Arrival:** Access to a quiet space (such as the Inclusion room/quiet lunch room) immediately upon arrival on foot, allowing students to decompress before registration.

What do I do if I need to pick my child up for a medical appointment?
If you need to collect your child during the school day for an appointment or due to illness, please drive up to the barrier, press the buzzer, and speak directly to reception.

What if my child has a blue badge?
Vehicles are only permitted on site if the child holds a valid Blue Badge. Holding an Education, Health and Care Plan (EHCP) does not automatically mean that you have one, but if your child's EHCP includes a physical disability or mobility impairment, an application should be made via the government portal:https://www.gov.uk/apply-blue-badge. Once you have this badge then please send us a copy of the badge and we will add you to our access list.

As parents ourselves, we fully appreciate how stressful the school run can be - and by no means want to add to that. There are numerous safe parking areas located within a 5- to 10-minute walk of Houlton School, and we have no option but to bring in the rules that were established when the school was first designed to ensure that our children are safe while they are on site.

Thank you for your cooperation, understanding, and continued support in keeping our school community safe.

Yours sincerely,

School Leadership Team

Houlton School

Yours sincerely



Mr Paul Brockwell
Executive Principal

Yours sincerely



Mrs Lorna Pountney
Head of School