



THE BRIDGE SCHOOL

Address: Coppice View Road, Sutton Coldfield, B73 6UE Tel: 0121 464 8265

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Head Teacher: Mr A Seager

School Arrival, Collection & Car Park Guidelines

25 September 2025

Dear Parents/Carers

We are pleased to continue offering on-site parking to our families. However, this remains a privilege, and we ask all parents and carers to follow the guidelines below to ensure the safety of our children and the smooth running of our site.

Drop-Off & Collection Procedures

Morning Arrival

Start Time: 9:00 AM

Car Park Opens: 8:40 AM

Children will be collected from the car park no earlier than 9:00 AM.

Until your child is handed over to a member of staff, they remain your responsibility. Please do not allow your child to enter the outdoor play area.

When staff come out to collect children, do not assume they are there for your child. Staff may be assisting in another classroom or group.

For safety reasons, parents/carers must not enter the playground unless instructed by a member of staff.

Afternoon Collection Procedures

Parents' Car Park Opens: 2:50 PM

Dismissal Time: Staggered between 3:00 PM and 3:20 PM

We will endeavour to have all children ready during this time, but please be patient as exact timings may vary day to day.

If for any reason you are going to be late to collect your child from school, please telephone the school office to notify us.

Please be patient as we work to safely move children in and out of the school building.

Car Park Rules & Expectations

Speed Limit: All areas within the school grounds are restricted to 5 mph.

Parking: Park in one marked bay only or as directed by staff. If you need more space, please let us know.

For safety reasons, parents/carers must not enter the playground unless instructed by a member of staff.

Leaving the Car Park: When ready to leave, ensure your engine is off and switch on your hazard lights, this will alert staff that you are ready to exit the car park. Please wait for a member of staff to direct you before moving.

Consideration: Always be mindful of other children, parents, and staff members.

Noise & Engine Use: Please do not rev your engine or beep your horn while waiting to exit our site. Staff may need to speak with parents/carers and we may not always be able to move a vehicle out of the line of traffic. Your patience is appreciated.

Mobile Phone Use: We remain a no mobile phone site. We kindly ask that any personal phone calls are not taken on site to help maintain a calm and focused environment for all.

Important Reminder

Families who do not adhere to these rules may receive a warning and could be asked to park off-site and walk in. This is not a decision we take lightly, but the safety of our children is our highest priority.

We truly appreciate your continued support, patience, and cooperation. By working together, we can ensure a safe and welcoming environment for all our children and families.