

**Nicola Davies** – Executive Headteacher  
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Dear Parents/Carers,

As you will be aware, we allow the use of the school car park for parents/carers with Blue Badges to enable them to access the disabled parking bays, as well as occasional use for parents/carers with extenuating circumstances by prior agreement with school staff.

To try and ease congestion at the end of the school day, and to make it easier to monitor the use of the staff car park, we will be introducing a parking pass for those parents/carers that have been granted permission to access our parking facilities.

The parking pass will be issued free of charge and will allow access to the car park at specific times of day, removing the need for parents/carers to press the buzzer at the gate. The pass will remain the property of the school and will incur a £5 replacement charge if lost. The card can be deactivated or recovered at any time as requested by the school and can only be used for the agreed purpose.

To be issued with a parking pass, you will need to make a request via the school office using the attached form explaining the reasons for your request (i.e. Blue Badge) and to agree to the terms and conditions. This will then be reviewed by Mrs Sheridan, and passes will be issued accordingly.

**NB: making a request will not necessarily guarantee a parking pass and requests will be reviewed on an individual basis.**

Parents may continue to make use of the drop off point, or park in the appropriate bays in front of the bungalow if there are any available. Please do not use the car park if it has not been agreed by school and please do not tailgate as this could cause the barrier to malfunction.

If you have any queries, please contact the school office team on 0115 963 8649, who will be happy to answer any questions you may have.

Thank you for your cooperation.

Kind regards

Mrs Sheridan  
**Head of School**



# HOLGATE PRIMARY SCHOOL CAR PARKING PASS AGREEMENT

Name of pupil: \_\_\_\_\_

Class: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Parent/carer contact number: \_\_\_\_\_

Please outline your reasons for needing a parking pass (evidence will need to be verified at the school office i.e. Blue Badge):

- I understand that the pass remains the property of Holgate Primary School and can be deactivated or recovered at any time.
- I understand that the pass is non-transferable and is only to be used for the agreed purpose.
- I understand that the card will only operate at specific times of day (i.e. drop off and pick up) and that I will still need to press the buzzer to request access to the car park at any other time.
- I understand that it is my responsibility to keep the card safe and will report it to school as soon as possible if the card is lost or stolen.
- I agree to pay a £5 replacement charge should the card be lost.
- I understand that the parking pass is for my individual use, and I agree not to share with other parents.

Signed by parent: \_\_\_\_\_

Date: \_\_\_\_\_

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Signed by school staff: \_\_\_\_\_

Date: \_\_\_\_\_

Car Parking Pass Number: \_\_\_\_\_