



THE CONSORTIUM
ACADEMY TRUST

13 March 2026
School Office



**THE
HESSLE
ACADEMY**

Penshurst Primary School
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Dear Parents/Carers

I am writing to let you know about some small changes we are making to help keep all our children safe.

Lunchtime

As you know, lunchtime is a lively part of the school day, with children moving between different areas of the site. To ensure that we are able to supervise all pupils effectively, and to keep our school site secure, we will now be keeping the school gate locked throughout lunchtime. **This means that the school office will also be closed between 11.45am and 1.00pm.** Access will only be available for parents and carers collecting or dropping off their child for Nursery. Please ensure that the designated times of 11:45am and 12:15pm are strictly adhered to.

During this time, our office staff are needed to support first aid and other important duties across school, ensuring that children are well cared for and closely supervised.

If you do need to collect your child during the school day for an appointment or other reason, please arrange to do so **before 11.45am or after 1.00pm.** Of course, if there is ever an urgent situation, please contact us and we will always do our best to help.

Parking and Access

We have recently seen an increased number of parents and carers requesting to drive onto the school site. While we aim to be as inclusive as possible, the safety of our children must remain our priority.

If you currently have permission to drive into school, please ensure that your **Disabled Badge is always clearly displayed** when doing so.

To help us keep the site safe:

- **Please park near the KS1 playground at the front of school, in the parking bays provided**
- **Walk across the KS1 playground to drop off/collect your child/ren at their usual place.**
- **Entry should not be made through the main school building.**
- **Please be reminded that there is a strict 5mph speed limit on school site**

Thank you for your cooperation in helping us maintain a safe environment for all pupils.

I want to reassure you that parents and carers remain very welcome in school. This adjustment simply allows us to prioritise the safety and wellbeing of our pupils during particularly busy times of the day.

Thank you, as always, for your understanding and support.

Yours faithfully

A handwritten signature in grey ink that reads "C Shiels". The letter "C" is large and stylized, followed by the name "Shiels" in a cursive script.

Mrs C Shiels
Headteacher