



WHITMORE PARK PRIMARY SCHOOL

Halford Lane

Coventry

CV6 2HG

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Tuesday 8th April 2025

Dear Parents and Carers,

Polite Reminder Waiting in Main Entrance

Please can I remind all parents and carers not to use the main entrance area as a waiting room during school drop off and collection times or throughout the day or to shelter in the event of bad weather.

It has become increasingly busy and congested.

As it is a main entrance/exit area it needs to be kept as clear as possible at all times for health and safety reasons.

Parents and carers should walk their children round to the playground and wait for them to go in or collect them from there.

Children who have prior arrangements to be dropped off or picked up through the office can we ask that you do not come into the area no more than 5 minutes to the agreed drop off/collection time.

We will be putting up signage as a reminder and continue to monitor the area and politely remind people to wait outside or on the playground.

If you need to speak to a member of admin staff for any reason or have an appointment then please come to the admin window.

Thank you for your support with this.

Yours sincerely,

Mrs J. McGibney
Headteacher

Mrs Clough
Business Manager

Mrs Davis
Office Manger

