



SUSSEX
LEARNING TRUST

The Burgess Hill Academy
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Acting Headteacher: Phil Snelling

Our Ref: PSG/MTT/Car Park Letter

07 September 2026

Dear Parents and Carers,

Re: Car Park and Drop-off Arrangements

Following our communication last year, we are writing to confirm that the parking controls on the school site are now live and to remind families of the arrangements for dropping off and collecting students.

For normal drop-off at the start of the day and collection at the end of the day, parents and carers may use the car park for up to 30 minutes without registering their vehicle. If you need to remain on site for longer than 30 minutes, for example to attend a meeting or appointment, you must register your vehicle at reception. Failure to do so may result in a fine issued by National Parking Control (NPC).

Please also remember the following:

- All parents and carers should use the main car park when dropping off and collecting students. Please do not drive up to or park directly outside the front of the academy at any time.
- The car park operates a one-way system. Please follow the marked route and take the first turning on the left when entering the car park.
- Vehicles must be parked wholly within a marked bay. Parking is not permitted on roadways or yellow lines and may result in fine issued by NPC.
- Parking outside the designated areas, or failing to follow the displayed parking conditions, may result in a £100 parking charge issued by NPC.
- Disabled parking bays are available near the car park exit, closest to the academy, for those entitled to use them.

Our priority at the start and end of the academy day is the safety of students as they move across this area. We therefore ask all drivers to:

- drive slowly and carefully through the site;
- give way to pedestrians using the zebra crossing; and
- follow any directions given by academy staff managing student movement.

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At the end of the academy day, we will temporarily prevent vehicles from entering or leaving the car park while students are leaving the site. Once students have safely cleared the area, vehicle movement will resume.

This may mean a short wait at the busiest point of the afternoon, but it is an important safety measure and we appreciate your patience and cooperation.

Thank you for helping us keep arrival and departure from the academy safe and orderly.
The Burgess Hill Academy

This year also marks an exciting new chapter for the academy as part of Sussex Learning Trust. Being part of the Trust gives our schools the opportunity to work together, build on the best practice within each academy and learn from one another. The Burgess Hill Academy has much to contribute, as well as much to gain from working closely with colleagues across the Trust.

Thank you for your continued support. On behalf of everyone at the academy, we look forward to working with you to help your child achieve their very best.

Yours faithfully,



Phil Snelling
Acting Headteacher