



St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

where everyone can succeed



Tel: 0191 2153260 Fax: 0191 2153279

admin@st-marys.newcastle.sch.uk

www.stmarysnewcastle.co.uk

6th September 2021

Dear Parents and Carers

I hope you and your families had a lovely summer.

Further to Miss Largues' recent letter, I wanted to provide further information in relation to the school car park.

As you know we will continue to allow access to our school car park for parents/carers on a morning.

However, we will continue to close the car park between 2:45pm and 3:30pm each day and limit parental/carer access to the car park in order to ensure health and safety of students, staff and parents. Access will only be permitted in extreme exceptional circumstances and we imagine this will be for a very small number of students.

If you require access to the car park due to extreme exceptional circumstances then you need to complete the attached request form, which will be assessed by the pastoral team. If access is granted you will be provided with a car park pass. Any access granted will be reviewed on a half termly basis. Please note that if you had been granted permission in previous terms then this has now expired and you will have to complete a new request form.

Many thanks for co-operation with this matter.

Kind regards,

Mrs L Douds
Director of Finance & Support Services



CAR PARK REQUEST FORM – 6.9.21. to 22.10.21

Name of Student:

Year Group and Form:

Reason for Request:

Car Park Pass Requested From:

To:

Signature of Parent or Carer:

Name of Parent or Carer:

Please return this form to the school office or email to admin@st-marys.newcastle.sch.uk.