



Unity Academy

Hurcott Road
Kidderminster
Worcestershire
DY10 2QJ
01562 215194

Email: office-uny@riverscofe.co.uk
Website: www.unityacademyap.co.uk

29th September 2026

Dear Parents/Carers and Transport services,

Changes to drop-off and collection arrangements from Wednesday 30th September.

The safety of every pupil is our priority. To support a safe, calm and efficient start and end to the school day, new vehicle and pedestrian procedures will take effect at Unity Academy, Kidderminster, from Wednesday 30th September 2026.

All parents, carers, drivers, escorts and commissioned transport providers must follow these instructions.

Morning drop-off

A continuous soft drop-off system will operate each morning:

The gates to **car park 2** will open at **8.55am**:

1. Please enter the school site in single file into car park 2 and join the vehicle queue.
2. All passengers must remain inside the vehicle whilst waiting.
3. When your vehicle reaches the front, school staff will supervise pupils to class.
4. Drivers must remain inside the vehicle. Escorts should get out to support the handover.
5. Do not drive off until a member of staff confirms that it is safe to leave.
6. When directed, drive forward and exit the site.

There will be no parking available in Car Park 2 during morning drop-off.

If you need to speak to a member of staff, or do not wish to join the vehicle queue, please park in Car Park 1 or find parking on Hurcott road and enter through the pedestrian gate, this is located to the left of car park one entrance.

During the school day

There will be no access to parking in car park 2 during the school day. Please Park in car park 1 and use the pedestrian gate.

End of day collection

Gates to **car park 2 will open at 2.20pm:**

- A member of staff will supervise entry through the second gate.
- The gate will close promptly at 2:30pm. No vehicles will be admitted after this time.
- If you arrive after 2:30pm, please park in the front car park/ road and enter through the pedestrian gate.

Once inside car park 2:

- Park as directed using the two-lane parking arrangement.
- Switch off your engine immediately.
- Pupils will be loaded on to vehicles from 2.30pm.
- Drivers and vehicles must remain stationary.
- Once ALL pupils are on transport/vehicles, staff will open the gates and vehicles will be able to make their way out of the site in an orderly manner.
- Escorts or parent/carers should wait at the appropriate collection point to support pupils locating vehicles.
- Drivers and escorts who are commissioned to collect pupils must wear high-visibility clothing when leaving the vehicle.

Pupil collection points

Staff will begin handing pupils over at 2:30pm, once the gate is closed and all vehicles are stationary. Pupils will be released directly to their parent, carer or escort at the following locations:

Classes	Collection point
Acorn class	Garden gate beside the main reception
Fern class, Hazel class and Bramble class	Main school reception area doors
Pine class, Sycamore class Bracken Class	School hall doors beside the shed and shelter.



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Pedestrian collection option

Parents and carers who do not wish to queue inside the school grounds may at either drop off or collection:

- Please park in the car park 1 or find parking close by.
- Enter the school site through the pedestrian gate from 8.55am (Morning drop off or 2:20pm (End of day collection)
- Please walk to the appropriate collection point listed above.

We recognise that this is a new process and that, for some pupils, a change in routine may cause anxiety or upset. Staff will work closely with pupils before the new arrangements begin on Wednesday 30th September to explain the changes, answer questions and help them feel prepared and reassured.

These changes are necessary to strengthen safety at drop-off and collection times. Some pupils may leave a supervised area unexpectedly and may not be able to recognise or understand potential dangers, particularly around moving vehicles. A clear and consistent procedure will help us manage these risks while maintaining a calm and orderly environment for everyone.

We ask for your patience, understanding and full support while the new arrangements become established. By following staff instructions and the procedures consistently, you will help us to keep every pupil safe.

Yours sincerely

Mrs G Willetts

Headteacher

Unity Academy