

October 2, 2025

Dear Parents and Carers,

We hope you and your families are well.

We are writing to kindly remind everyone of our arrangements for drop-offs and pick-ups at the college entrance. Recently, we have had a number of vehicles trying to access the college gates during busy times, or waiting close to the barriers, which has unfortunately created congestion and safety concerns for our learners and staff.

To ensure the safety of all learners:

- Vehicle access through the college gates is strictly reserved for:
 - Families with a prior arrangement approved by the college.
 - Blue Badge holders
 - Emergencies

For all other parents and carers, parking maybe available outside Cyprus Station, which is only a short walk from the college. We strongly encourage families to use this area for pick-ups and drop-offs.

We understand that busy schedules can make these moments rushed, but we must prioritise safety and fairness for all members of our community. Our staff will continue to monitor the gate, and we kindly ask for your cooperation and courtesy if access is declined.

Thank you for your ongoing support in keeping our school site safe and orderly. If you believe you should have access due to individual circumstances, please contact us in advance and we will be happy to discuss this with you.

Best regards,
London Design and Engineering UTC and UT6