



**Cardinal  
Newman**  
CATHOLIC SCHOOL

*"Together towards our Lord, through learning, love and faith"*

Warden Hill Road | Luton | Bedfordshire | LU2 7AE

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September 2026

Dear Parents, Carers and Students

## ARRANGEMENTS FOR ENTERING AND LEAVING THE SCHOOL SITE

You will appreciate that the school is required to review Health and Safety arrangements on the school site in order to safeguard student safety. We are always concerned that students can move safely to and from school despite heavy traffic throughout the school site. Therefore, the following procedures operate:

- We have analysed student lateness and for some students, a considerable amount of time is being wasted through poor punctuality in the morning. Students should be at line up by 08:42am. With this in mind, school gates will close at 08:45am and students will be marked as late to line up. If students arrive after 09:10am they are marked as late to school after the register has been taken.
- During the school day, **ALL** vehicles must enter the site through the lower gate off Warden Hill Road and observe the **5mph** speed limit.
- **ALL** vehicles must leave the site through the upper gate leading onto Links Way and Warden Hill Road. Please note, the site operates a **ONE-WAY SYSTEM**. This gate is automated and will open automatically when you approach it.
- During the school day, parents/carers cannot park in the Staff Car Park as it is already heavily congested and should also avoid parking in the bus bays. There are a limited number of visitor parking bays.
- **ALL** students, including cyclists who **must** be wearing a helmet, need to enter and leave the site as pedestrians and **MUST DO SO VIA THE LOWER GATE**. Students must **NOT** walk or cycle in or out of the top gate, as there is no pavement.
- At the beginning of the school day **no cars may enter** the school site between 08:10am and 08:50am unless you have a pass for a medical exemption (provided by the school).
- At the end of the school day if you are collecting your child, you cannot park on the school site unless we have issued you with a pass for a medical exemption (provided by the school) or it is a genuine emergency. Staff on the gate will turn you away. You must wait until 15:40pm.
- You are encouraged not to park on Warden Hill Road at any point at the start or end of the day. There are parking restrictions in place. If you feel you must collect your child from the school gate, please park away from the school and walk to the gate.
- We have an arrangement with ALDI that we can use their carpark as a drop-off and pick-up point for your children in the mornings and afternoon, this reduces the congestion on Warden Hill Road significantly.
- Students can wait outside reception in complete safety, and you can drive through the school grounds to collect them after 15:40pm.

Please can you ensure that your son/daughter knows what the arrangements are and adheres to them. We understand that parking is particularly difficult at the moment but are sure you will agree that the safety of our students is of paramount importance.

Yours faithfully

Mrs Fay  
Headteacher



**Executive Headteacher** Mr Mark McLaughlin MA NPQH  
**Head of School:** Mrs Helen Fay

**St Thomas Catholic Academies Trust Registered Number:** 9660515

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