



Dear Parents/Guardians

Parking Permits

We have now been operating the joint Eastgate car park scheme with Ryedale District Council for several years and it has been a great success, providing additional car parking spaces for parents and easing congestion around school, providing a safer route to school for all children.

If you wish to apply for a permit for this academic year please complete the attached form and return it to school in an envelope marked 'parking permit' as soon as possible. Payment must be received before permits are issued. Please remember that all the existing permits will expire on the last school day of the summer term.

The arrangements are as follow:

- 1 permit per family - (1 or 2 cars per family may be put on each permit)
- permits are valid from the first day of the autumn term to the last day of the summer term
- parking will be allowed between **9.00am – 9.15am** (before 9.00am is free) and between **3.15pm – 3.40pm** term time only
- £5 administration charge for parking permit – Paid via ParentMail +Pay – login to ParentMail and select 'payments' from the menu on the left-hand side, followed by 'shop', then select parking permit 2021/2022 and add to basket. Payments must be received prior to issuing the permit
- £3 administration charge for alterations/changes to permits throughout the year. Paid via ParentMail +Pay
- parents are encouraged to use, but not restricted to, the car parking spaces in the top portion of the car park
- permits must be displayed clearly in the front window of the vehicle
- school cannot accept responsibility for any parking tickets received outside the above times or for parking outside the designated area or as a result of not displaying the permit
- please see reverse of letter for information on up to date parking fines.

Yours sincerely

Mrs Sarah Gillam
Headteacher

Penalty Charge Notice - This is issued by the Civil Enforcement Officer when a vehicle is parked against the conditions:

- Parking for longer than the maximum period permitted
- Parking after the expiry time
- Parking in the car park without clearly displaying permit
- Parking in a disabled person's parking space
- Parking in an area not designated for your class or vehicle
- Parking causing an obstruction

The PCN can be attached to the vehicle or handed to the driver (if the driver returns to the vehicle). The cost of the PCN will depend on the contravention. The driver of the vehicle now has two options- to appeal the PCN or pay the PCN. If the driver wishes to pay the PCN it will be a reduced price for the first 14 days before the price will increase to the full amount.