

**King George Avenue  
Ilkeston  
Derbyshire  
DE7 5HS  
0115 9303724**

26<sup>th</sup> February 2024

Dear Parents/Carers,

**Re: New Reception Area and the school 'drop off'.**

I hope this letter finds you well. We are excited to share some wonderful news with you regarding the ongoing improvements at our school and announce that our new reception area is now operational.

The new reception area, accessible via Scarborough Avenue, has been designed to provide a more efficient and welcoming space for everyone entering our school premises. This is now the only access point onto school site for visitors, the improved layout and facilities are aimed at ensuring a comfortable and organised environment for everyone involved.

Please ensure you inform reception via [reception@oiea.co.uk](mailto:reception@oiea.co.uk) of any out of school appointments which require students to be collected, that way we can ensure that students are ready to be collected in good time. School reception opening times are Monday-Thursday 8am-4pm and Fridays 8am-3.30pm.

We kindly emphasise the importance of scheduling appointments when seeking to meet with our dedicated staff team. To ensure we can provide focused attention and maintain the efficient operation of our school, we remind you that walk-in appointments are not available.

The main car park entrance continues to be via King George Avenue with the one-way system bringing cars out via Scarborough Avenue. Students should continue to access school site as they currently do.

Approximately 500 students access school site via Scarborough Avenue every morning. As such, Scarborough Avenue will now become a 'no drop off or parking zone' as to avoid cars turning around where student congregate and using residents' driveways. We thank parents in advance for their understanding and for helping us to prioritise student safety.

Warm regards,



Mr S Leach

Principal