



# St Martin's School

Be the best you can be

**Executive Headteacher:**  
Jamie Foster BSc Hons NPQH

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**16 November 2023**

Dear Parents or Carers

**Re: Application for Parking on School Site**

If a student wishes to park on school site they must complete the attached form and return this and the documentation detailed below to the Sixth Form office. Once received, students will be issued with a parking permit badge which must be displayed at all times on the dashboard of the vehicle, failure to display the permit will result in the permission to park being revoked. I am sure that you will understand that the school has a responsibility to ensure that every possible precaution is taken to allow students to park safely.

The following documentation is needed before students can park either a car or a motorcycle:

- COPY OF FULL DRIVING LICENCE MUST BE PROVIDED (or a copy of their PASS CERTIFICATE)
- COPY OF INSURANCE DOCUMENTATION RELATING TO THE VEHICLE

We ask that students park only in the main south car park and do not park in the hatching area (this is at the top of the car park and where the school buses park in the afternoon). Students park at their own risk and the school reserves the right to withdraw its consent without prior warning. Please be aware that permission to park does not guarantee a parking space. Students should be fully aware of their surroundings and park considerately when on school site.

If you wish your son or daughter to travel to and from school using their own transport, please complete the attached application form and return to the Sixth Form office along with the relevant documentation requested above.

Thank you for your co-operation regarding this matter.

Yours sincerely

Miss H Jackson  
**Director of Key Stage 5**



**DISCOVERY**  
EDUCATIONAL TRUST

Chief Executive Officer: Mr R Duff  
St Martin's School is proud to be part of the Discovery Educational Trust

**Application for Parking on School Site**

I would like to apply for permission to park in the school car park.

Full Name .....

Form .....

Date of Passing Test (Car/Motorcycle) .....

UK Full Licence Number .....

Name of Insurance Company .....

Insurance Policy Number .....

Description of Vehicle            Make ..... Model .....

   Colour ..... Reg No .....

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**Declaration by Student:**

I have read and understand the general conditions listed in the letter and to abide by them. I also understand that the school may withdraw consent without notice. I will inform the school of any changes to my status e.g. change of license plate number or penalty point/endorsements. I enclose my certificate of insurance and driving license (copies). I will display the parking badge permit at all times.

**Signed** ..... **Date** .....

**Declaration by Parent or Carer:**

I agree to my son or daughter (named above) parking on school site by car/motorcycle and endorse the declaration signed above.

**Signed** ..... **Date** .....

**St Martin's School:**

I give permission for the above-named student to park on school site using his/her car/motorcycle. It remains the sole responsibility of the driver/rider and the vehicles owner to ensure that all documentation is correct and in order. The school accepts no liability should this not be the case. Vehicles brought onto the school ground are at owners' risk. The school reserves the right to withdraw this consent without warning.

**Signed** ..... **Date** .....