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Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

Please pass this letter to your driver

Reference: SPG/Prom

May 2022

For drivers of Prom vehicles

Dear Driver

Advice for Drivers - Looe Community Academy Leavers' Prom 2022

Thank you for supporting the 2022 Looe Community Academy Leavers' Prom. Please take a minute to familiarise yourself with the drop-off arrangements for the Prom.

The Academy kindly requests that drivers of Prom vehicles [follow the route illustrated overleaf](#) to ensure that students arrive safely, and to minimise the impact on local road users.

This route requires you to [drive past the Hannafore Point Hotel](#), follow the road around in a [big loop](#) as indicated by our marshals so that your vehicle will be on the correct side of the road at the hotel to allow your [passengers to exit safely](#). Passengers should exit their vehicle the on the side of the pavement.

Drivers are reminded that this notice is for guidance only and that the [driver remains responsible for complying with all traffic regulations at all times](#).

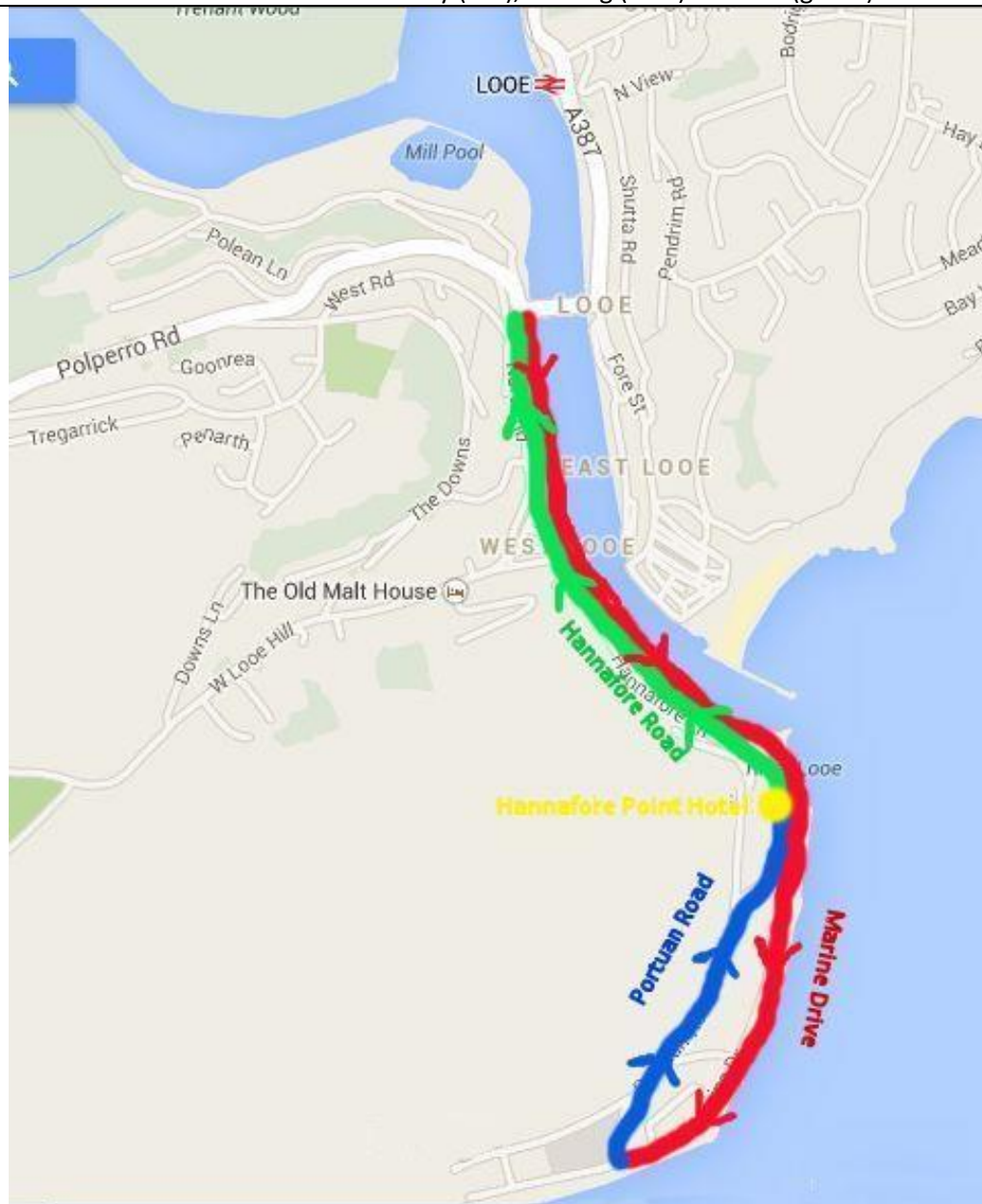
If you have any concerns or questions on the evening, please call me on 07415 352 729 or talk to a marshal. We thank you for your co-operation in making the Prom a safe, enjoyable and successful event.

Yours faithfully

Steve Green CMgr FCMI
Business Manager and Event Organiser



1 - Prom traffic route marked for entry (red), holding (blue) and exit (green)



2 - Route:

- At Looe Bridge, proceed along Hannafore Road, past the fire station and church on to Marine Drive.
- Drive past the Hannafore Point Hotel** and continue along Marine Drive (**staffed by stewards**).
- Stay on Marine Drive turning right and right again on to Portuan Road (**junction designated by steward**).
- Stay on Portuan Road until you reach a **steward**. Turn right and be prepared to queue for a short while.
- Turn left on to Marine Drive and pull up outside the Hannafore Point Hotel in the designated area, which is marked by traffic cones.
- Only let students out of your vehicle inside the designated area and when it is safe to do so.**
- Once students are clear, safely exit the designated area and proceed along Marine Drive and on to Hannafore Road to vacate the area.