

Please pass this letter to your Prom driver



Looe Community Academy

Sunrising, East Looe, Cornwall PL13 1NQ

Telephone: 01503 262625

Email: enquiries@looe.cornwall.sch.uk

Headteacher: Mrs H R Jenkins BSc

Reference: SPG/Prom

19 June 2017

For drivers of Prom vehicles

Dear Driver

Advice for Drivers - Looe Community Academy Leavers' Prom 2017

Thank you for supporting the 2017 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](#). It would be helpful if you could load the vehicle with the [young lady sitting on the passenger side](#), so that she can exit straight on to the pavement. The gentlemen can then slide across the seat to also exit on the passenger side to avoid stepping in to the road.

You will be [called forward to our designated drop-off area](#) where there will be a brief opportunity for our photographer to get a shot of the students next to their Prom vehicle and then you will be asked to exit quickly to allow the next vehicle to unload.

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 2017 Prom a safe, enjoyable and successful event.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Steve Green'.

Steve Green CMgr FCSI
Business Manager and Event Organiser



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



2 - Route:

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