

Our Ref: JHY/SHY

5 June 2024

Dear Parent / Carer

As you will be aware, we are due to have automated gates installed at the front of the school entrance, for both vehicles and pedestrians.

This decision was made and booked before my tenure and is to support the effective safeguarding of our students and school community, which I fully support.

At The Blue Coat School, we value the relationship which we build with every parent/carer in our school community, whose support we are reliant upon in ensuring the best outcomes for students.

To ensure the effective running of the school and that all staff can fulfil their professional commitments to teaching and learning, please can we ask that you only come onto school site during the day for one of the following reasons:

- For a pre-booked appointment with a staff member
- To attend an official school event
- To collect or drop off a child for a reason which requires the parent/carer to escort their child to/from reception (e.g. medical appointment, illness, requested to collect child by the school)

I have outlined below the details and circumstances of how the gates will be operated which will commence on Monday 10th June. We will also use this day to fine tune any mechanical issues.

Vehicular access - pre-arranged appointments

Cars / vehicles will only be permitted on site during school hours by prior appointment which can be made via the staff member you are planning to visit. The staff member holding the appointment will forward confirmation and details to reception who will provide access for you on arrival at the main gate.

Please can we ask when you reach the intercom to state;

- Your name,
- Your child's name and year group
- The staff member you are visiting and the time of your appointment.

Pedestrian access - pre-arranged appointments



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The pedestrian gate will continue to be accessible for visitors up until 8.40am. From that time the gates will be closed and placed on an automated service where access will only be permitted via prior appointment.

Please can we ask when you reach the intercom to state;

- Your name,
- Your child's name and year group
- The staff member you are visiting and the time of your

Vehicular access – Collection of your child.

If you are due to collect your child for an appointment outside of school, please can we ask that you let reception know in advance. If you are collecting your child in the school day due to illness etc, please can we ask that you state this as the reason for your visit.

Please can we ask when you reach the intercom to state.

- Your name,
- Your child's name and year group
- The reason for your visit (i.e. collecting your child due to illness.)

Pedestrian access -Students

The pedestrian gate at the front of the school site will continue to be accessible for students up until 8.40am. From that time the gates will be closed and placed on an automated service where any students arriving after this time will be requested to use the intercom to gain access.

When students reach the intercom, they will be asked to provide their full name and year group and will then be granted access as swiftly as we can.

Late Gate

When the late gate is in operation, a member of staff will provide access and mark the student late They will then proceed into school as usual. If students arrive after the late gate and within the school day, they will be expected to use the intercom to communicate with reception and will be granted access and will need to report to reception to sign in.

As well as an intercom linked to the main reception, there is also a camera for staff to support a swift response to avoid any students being delayed on entry to the school.

The school boundaries do require us to work in a certain manner to provide secure access, namely the gates can only be placed in a certain position. However, we have tried to find the balance between safety and convenience to meet our obligations to keep children safe.

I appreciate that this may produce some initial minor inconvenience but would seek your support in the logistical changes to best support our commitment to safeguarding.

Yours sincerely



Miss J Halsey
Headteacher