



11 February 2019

Accessing the school site and punctuality – clarification for Parents /Carers, Staff and Students.

Site access for school staff and staff working in current lettings

Lower school car park gates will close at 08.15 to enable students entering the site by bike and on foot to enter the school safely. They will not be opened again until 09.00 am unless the minibus is in use.

The gate outside the front of the school closes at 08.30 staff and lettings staff are asked to be on site before this time (Directed teachers time starts at 08.20 on a Monday and 08.35 Tuesday – Friday) to enable students to enter the site by bike and on foot safely.

The overflow car park adjacent to the pavilion is for staff whose working hours mean they arrive after this time and for visitors.

Site access for students

The gate to the lower school playground closes to students at 08.40

Please make time to store your bikes in the bike shed provided. Please do not attach or leave your bike on the front of school railings blocking access to Emergency services.

The side gate entrance near to school reception closes to students at 0 8.45

The top gate is no longer opened unless in an emergency as the school site has external lettings using the facilities.

After this point as all gates to the main site are now closed a student will need to register as late as they will be unable to demonstrate they can make it to their tutor base in the correct uniform on time. Students arriving late should enter by the school's main reception, marked as 'L' in the register. Parents/Carers, please make sure your child sets off at a suitable time to be on the school site and is punctual. Students persistently arriving late without a valid reason are of real concern so we will contact you and ask you to participate in an improving attendance and punctuality plan which may involve a referral to the Educational Welfare Officer.

Bell rings for the start of the day at 08:40

Registration / Tutor period	08:50 – 09:00
Period 1 *	09:00 – 10:10
Break	10:10 – 10:35
Period 2	10:35 – 11:45
Period 3 *	11:55 – 12:55
Lunch Break	12:55 – 13:30
Period 4	13:30 – 14:40
PREP (Prepare, Review, Evaluate, Progress)	14:40 - 15:10

* No bell will sound at the end teachers are responsible for dismissing classes.

Teaching staff are expected to arrive at classrooms promptly and be there to greet students. Teachers are asked to insist on similar high standards of punctuality from students. Students should not be dismissed from any class before the end of any lesson.



Parental vehicle access to the site

Is it necessary to drop your child off at school and collect them each day?

Students who participate in environmental clubs and initiatives in school including 'Bike it' have asked me to raise this question with parents.

Amid growing concern about the devastating impact of air pollution on young people's health, schools are being asked to consider limiting access. Kathryn Shaw, from the charity Living Streets, said more families and schools were becoming aware of the impact of air pollution on young people's health, as well as concerns over road safety.

"When parents drive up to the school gates, it's not just their children they're dropping off for the day," she said. "The toxic fumes from the cars stay too. With this in mind would it be possible for your child to walk part of the way to and from school?"

Dropping off and collecting your child at school.

The roundabout was installed to help vehicles accessing the site do so efficiently and to keep traffic moving. Do not drop your child off at any point on the schools roundabout as this blocks viewpoint from exits and puts children at risk crossing and circulating in this area at busy times. Three signs are asking for drivers to obey this request so please do not ignore them.

Please use the drop of lay-bys on either side of the drive, so that children can alight safely and onto a path.

If your child is anxious or you have a query, then please park and walk them up to schools reception to be met by staff. Parents whose child has a registered disability are asked to contact the school so a suitable arrangement can be made to assist you.

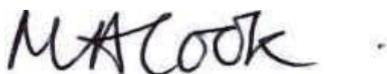
Use of the visitor's car park as a drop off is not suitable as staff arriving for work need to access the spaces and cars turning around in this area add to congestion.

Do not park at the front of the school in the lay-bys designed for disabled visitors and Emergency service access only. This is still a concern at the end of the school day. Parents should not need to access this part of the school as turning vehicles in front of the students access to the sports facilities is dangerous and brings cars into conflict with children. You may be asked to move on if you attempt to do so. It is difficult to enforce the closing of the school gate at this time as staff may be leaving the site at that time.

Please do not take your frustrations about not being able to drop your child off exactly where you want to out on me or my staff. If your child is late, then please accept this is partly your responsibility and shouting at school staff is not a solution. Any parent who is aggressive and rude and ignores the request of staff should be aware that the school will take steps to ban them from the school site. We all have a right to be treated with respect.

Thank you for your support

Yours sincerely



Liz Cook
Headteacher

