

5<sup>th</sup> January 2023

Mr Dan Zaccheo BA, PGCE  
Principal

Dear Parents/Carers

Firstly, let me wish you all a happy New Year.

As you will have seen, we have new electric gates installed which will tighten our site security and improve safeguarding for our whole community.

For your information, in the morning the gates will remain open until 9.45am and then they will be closed and re-open at 2.45pm for afternoon collection. On a Friday afternoon gates will re-open at 1.15pm. Throughout the day the gates will open for Honey Bees parents/carers to drop-off and collect pupils.

When the gates are closed, an intercom system will allow visitors to call reception, as the picture below. We have two intercom systems, one allocated on the vehicle entrance gate and one on the pedestrian entrance gate. The office will speak to the visitor and then authorise access.

The vehicle exit gate is operated by detection from a ground mechanism, please do not get too close to the gates as they are opening. The pedestrian exit is operated by a push button, however this can be over-ridden by the office, should there be a need to.

When entering or exiting the vehicle gates, please ensure they are fully open prior to driving through. The gates are set to allow one authorised vehicle through at a time before automatically closing, so please do not follow another vehicle through the gates. Unauthorised vehicles will be requested to leave the site. Exceptional care needs to be taken when entering or exiting the site at all times.

As with any new installation there will be teething problems and we are holding regular meetings to discuss any areas that need to be tweaked.

Warmest wishes.

Yours faithfully



Jill Palmer  
Executive Principal

