

March 2006

Dear Ms O'Brien

## **SECURITY AT BEAVER ROAD SCHOOL**

I am writing to you to let you know about changes to school security which we shall be implementing after the Easter break as this is going to affect the after school activities which you run at our school. We are trying to create a school building in which the only adults present are those that the school knows about and who have clearance from the school office.

For the Summer term and thereafter all doors to the school building shall be locked at 3.30pm and all school gates will be locked at 3.45pm except for the main gate which opens onto Beaver Road.

This change is going to affect parents when they come to collect their children from your activity. Firstly you are going to have to inform all users of National Pentathlete that the gate they must enter the school premises by is the Beaver Road gate. Secondly we need you to tell the parents of the Tuesday activity that the appropriate door for them is the Main door next to the office and of the Monday activity that the appropriate door for them is the door nearest the KS2 Hall that opens out near to the canteen. You will have to inform parents that they must not use any other door and so for the KS2 Hall activity the parents will have to walk around the school building to get to that door.

For the older children on Monday we would prefer it if you could tell parents to wait outside of the school premises and that you will deliver the children to them via the appropriate door – thus there will be no need for the adults to enter the school building.

However I appreciate that with the younger children you may wish for the parents to collect them (and all their belongings!) from the hall so we are happy to allow parents to enter the building as long as you could station a member of your staff at the main door to open / close it as appropriate to allow / monitor parents access. We do not want the door left open so that anyone can gain access.

I hope the change in the security procedures will not inconvenience you too much. If have any queries please do not hesitate to contact me or Mr How via the school office.

Kindest regards,  
Yours sincerely,

Karen Bullen  
Chair of Governors