

December 2024

Dear Parent/Carer

I am writing to inform you about some changes we are making to procedures at the start of the school day from **Monday 9th December**. These are designed to:

- support our students to have a positive start to the day
- to ensure all of our students see an adult on their arrival to school to provide opportunities to check in with staff, raise any concerns or clarify anything they are unsure of
- to ensure all of our students are safe on school site at the start of the day

We recognise that our school site has many entrances, unlike many new school buildings which have just one entrance, and these measures are being implemented to ensure a safe, calm and purposeful start to the school day.

School Gates

Part of the new procedures involves the gates at the front of school being locked at **8:40am**, with the exception of the main gate onto school site used by the school buses. This will allow staff on duty to move inside the school building at this point, to support students getting into registration. We are grateful for the support of our parents and carers in **not** driving onto school site in the morning before school. The barrier between the restaurant and reception will be locked at **8:35am** each morning, meaning that vehicle movement beyond here will not be possible. This barrier will not be opened again until **9am**. The gate at the back of school will be locked at **8:40am** each morning. The most direct pathway into school from Yew Tree Lane will be the middle pedestrian gate. Students should only be accessing school site via the pedestrian gates, **not** the traffic gates. Students should not be accessing the school building via the doors to the restaurant as these are fire doors. Sixth Form students will be able to exit and re-enter the site during the school day but must scan their ID cards when they do so.

Buses

From Monday 9th December, buses will be the only vehicles able to access school site after 8:30am. In the event of a bus arriving late to school, students will be met by a member of staff and welcomed into school via the gate to the right of the restaurant. All staff will be notified each morning when the buses have arrived; in the event that the bus is late, students will not receive any late sanctions.

Punctuality

To ensure that all of our young people have the best start to the day, it is essential that they attend registration on time each morning. Registration starts at 8:45am, with the morning bell going at 8:40am to signal all students to move to form. Form Time is a vital part of the day as this notifies school that the young person is on site, is the opportunity for notices and updates to be shared and there is a comprehensive Form Time curriculum in place to provide our students with the knowledge and skills they need to further their understanding of the school and wider curriculum. We appreciate our parents and carers support in ensuring their young person is in school on time each day.

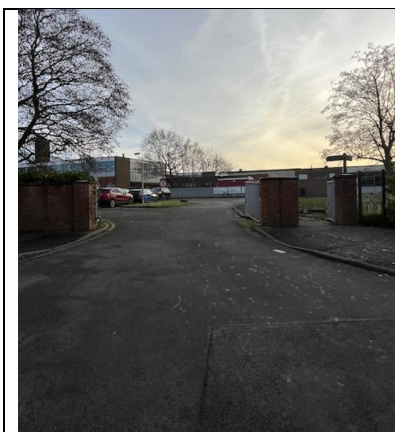
In the event that a student arrives to school after 8:40am, they will only be able to access the school site via the main pedestrian gate, and into the school building via the gate next to the restaurant. A same day break time detention will be issued to any student arriving to school late.

Thank you in advance for your support.

Kind regards

Front Gates:

	<ul style="list-style-type: none">- School accessible via the pedestrian gate here only- No cars to enter through this gate- Pedestrian gate will be locked at 8:40am
	<ul style="list-style-type: none">- This traffic gate will be locked- School is not accessible to students through this gate
	<ul style="list-style-type: none">- Pedestrian gate will be locked at 8:40am- Most direct access into school grounds and to reception



- Main school gate
- Only buses will access school via the traffic gate
- Students to access school via the pedestrian gate only
- Gate will remain open at all times