



Greenway Primary & Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH
Tel: 01442 866249

Head Teacher: Katharine Ellwood

Friday 22 November 2019

Dear Parents/Carers

As a school we constantly review our safeguarding arrangements to ensure that they are fit for purpose. We take advice from the Local Authority and value feedback from staff and parents/carers.

Governors discussed the issue of site security and safety at the Personnel, Finance and Premises Committee last night (Thursday 21 November).

Driving onto the school site

From Monday 25 November we have agreed that moving forwards, on any school day, **NO parents/carers are to be allowed vehicular access onto the school site prior to 5pm** unless they have the express permission of the Headteacher. This will mean that if your child attends Breakfast Club you will not be able to drive into the school site in the morning. We appreciate that for those dropping children at Breakfast Club this may be a slight inconvenience as you will need to park on Greenway/Crossways and walk the short distance into school to drop your children but we are sure that you understand that the car park area can become busy with staff/deliveries arriving. We also have some older children walking to school on their own and we want to ensure that the risk of an accident is minimised. We can do nothing about the fact that the school was built with a car park to one side of it.

Side gate onto school premises

From Monday 25 November we have also agreed to trial an arrangement until Christmas in which the side gate exiting onto the alleyway leading to Gilbert Way will be locked with a combination number padlock. We do not have a full time Site Caretaker or staff capacity to enable us to open/close the gate at the start of the day; at lunchtime pick up; and after school. However, we appreciate that many Nursery parents/carers use this gate for pick up at lunchtime and that this arrangement may cause them some inconvenience not least because we ask that parents/carers do not use the Thomas More gates and it is a circuitous route to enter the school via Crossways entrance. As a result, we will be issuing parents/carers with the number of the combination lock via text to enable them to access and leave the school site via this side gate. We ask that parent/carers keep this combination number private. We will ask that parents/carers ensure that the gate is locked behind them when they enter/leave the site.

We will review how the arrangement is working at the end of term and as to whether or not we will continue with it. Our aim is to ensure that the site is secure not least during the school day and that no unauthorised persons are able to walk through the site.

Regards

Katharine Ellwood
Head

Elizabeth O'Reilly
Chair of Governors

