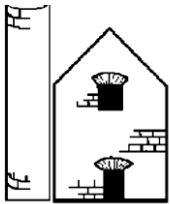


Biscovey Academy

A Member of the Aspire Multi Academy Trust



**Biscovey Academy
Lamellyn Road
Biscovey
Par
Cornwall
PL24 2DB**

**Head of School:
Tel:
Fax:
Email:**

**Mr M Corbett
01726 812949
01726 812850
secretary@biscovey.org.uk**

Friday 20th July 2018

Dear Parent,

Site Security and Access Arrangements for Biscovey Infant and Junior Schools

We are writing to you with some very exciting, and important, news regarding measures to be put in place over the summer holiday to improve access, security and the safe use of both Infant and Junior School sites for all users, for the future.

Since both schools have become part of the Aspire Academy Trust there has been an increased emphasis on collaboration and joined up working between the two. Whilst the Infant and Junior schools continue to operate from two distinct sites; sharing of staff, expertise, good practise and the flow of important information between the schools has increased, to the benefit of all those children from our local community who attend both schools.

To now improve the safeguarding of all users (including children, parents and staff) of both sites, the following measures will be put in place for the next academic year and beyond. We hope you agree that they are essential steps which reinforce our commitment to putting safeguarding paramount.

Perimeter Security Fencing

Over the summer holidays, perimeter security fencing will be erected around both the Infant and Junior School sites to reduce the risk of any unauthorised access to both schools and to ensure children are unable to leave the school site during the school day without permission. This fencing is marked in red on the attached plan.

Pedestrian Access Points

Existing pedestrian access points to both sites will be replaced with the access points marked in green on the attached plan.

The three main pedestrian access points are off St Anne's Road (one access point) and Lamellyn Road (two access points). The access points off St Anne's Road and off Lamellyn Road to the Infant site will only be open at limited times of the day (see below). The access point off Lamellyn Road at the entrance to Biscovey Academy will remain open throughout the school day.

From these access points, pedestrians can access three further internal pedestrian access points between the two schools. These are marked in purple on the plan.

For safeguarding reasons, these internal access points are only open at certain times of the day and allow direct access to the school grounds, new reception area at Biscovey Infants and Biscovey Junior classrooms and playgrounds.

At each access point, a manned pedestrian gate will be put in place which we hope to convert to a magnetic time-locked gate in due course.

Gate Opening and Closing Times

Morning Opening Times

All pedestrian access gates will be opened at 8:40 am, at which point parents and children will be allowed access to both the Infant and Junior School sites to drop off their children.

For safeguarding reasons, it is very important that your child does not arrive at school before 8:40 am as they will be unable to access the playgrounds and classrooms.

Registration is at 8:50 at Biscovey Academy and 9:00 at Biscovey Infant School. All pedestrian access gates will remain open until 9:00. Please ensure that your child arrives before 9:00 as pupils will receive a late mark if they are not in their classrooms by this time. Any child who does arrive later than 9:00 must report directly to their school office to ensure they are marked on the register as being present for the remainder of that session.

Afternoon Opening Times

The main pedestrian access to both sites throughout the school day will be via the gate to the Junior School site off Lamellyn Road. All other access gates will be closed during school hours for safeguarding reasons. Anyone visiting the school during the school day should report to the Biscovey Academy School Office or the new Biscovey Infant Reception (via the internal access gate between the two sites).

All pedestrian access gates will be opened at 2:55 pm, at which point parents and children will be allowed access to both the Infant and Junior School sites to collect their children when the school day ends.

Vehicular Access Points

Access to both the Infant and Junior School sites for vehicles will be restricted to help us safeguard all members of our school community and increase the number of "traffic free zones" across the two sites. Vehicle access points are marked in blue on the attached plan.

Use of the Junior School Car Park

The Junior School Car Park is marked in yellow on the attached plan.

For the safeguarding reasons outlined above, the decision has been made to restrict access to the Junior School car park as follows:

The Junior School car park will be closed to all users between the hours of **7:30 am to 9:30 am and 2:00 pm to 3:15 pm** except staff members of both schools, taxis, buses, deliveries and disabled drivers (who must display a valid blue badge).

The Junior school will no longer be able to provide a “drop off zone” to parents in the morning.

As schools who promote an active and healthy lifestyle, we would always encourage families to walk to school where it is safe and practicable to do so. However, we would encourage parents who are using cars to drop off their children at school to do so with care and consideration for both the school community and those living in the surrounding residential areas.

The above works are scheduled for completion before the end of the school holidays and therefore access conditions and car park restrictions will apply as soon as the children come back to school in September.

We do hope that you will support us in helping to safeguard all members of our school community who use our site, by adhering to the conditions and restrictions above responsibly.

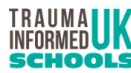
Should you have any questions or concerns, please direct them to either Mr Corbett or Miss Olford in the first instance.

Thank you for your co-operation.

Yours sincerely

Mr M Corbett
Head of School
Biscovey Academy

Miss S Olford
Head of School
Biscovey Infant School



School Website: www.biscoveyacademy.cornwall.sch.uk

Aspire Website: www.aspireacademytrust.org.uk

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