



Dear parent/ carer,

I am pleased to announce that the school is installing a new video entry and front gate system in readiness for September 2017. This will greatly enhance the safety and security of the Pen y Dre school campus, and will involve a slight adjustment to processes at the start and end of the school day.

These are as follows:

1. Pupils need to be on site by 8.30 a.m.
2. At 8.30 a.m. the school gates will automatically shut.
3. Pedestrians will have to press the intercom via the front side gate to gain entrance to the campus. Vehicular users will have to press the intercom by the main front gates to gain access.
4. Vehicles leaving after 8.30 a.m. will trigger a pressure pad on the driveway that will automatically open the gates to exit.
5. School gates will be shut during the school day and entrance and exit will follow the procedures above.
6. At the end of the school day the gates will open at 2.15 p.m. to allow access to the visitor car park which is signposted. We ask parents not to arrive before then to avoid queueing outside the school gate.
7. We ask that vehicle users wait for pupils to leave the campus before exiting. We will have a member of staff in a high visibility jacket to control traffic flow. We ask vehicles to drive 'dead slow' on the school campus at all times.

All of these features are to enhance the school's safety and security and pupil well-being.

Yours sincerely,

K. Maher

Headteacher

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