



Highwood Primary School,
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Head Teacher: Mr M Hickey BA(Ed), PE QTS

September 15, 2017

Dear Parents / Carers,

A warm welcome to all our new families that are starting with us in Foundation Stage this week. I hope you agree that the changes we have made to the area are amazing and the learning opportunities your children have access too will give them a great start to their education.

Site Security

I have spoken to a few parents about concerns with site security during the expansion, so I thought it best to write to everyone with an overview of how the security of the site is being maintained during the building works.

The main changes to the site include a new entrance on Woodlands Avenue; a new walkway linking the new entrance to the KS1 playground; new security control doors within school and high-rise fencing added to the EYFS outside area.

For your information:

The Woodlands Avenue gate is on a timed magnetic lock that is open from:

1. 8:25am – 9:15am for whole school drop off.
2. 11:30am – 12:45pm for nursery drop off and pick up.
3. 2:55pm – 4:30pm for whole school pick up.

The external door that links the new entrance to the KS1 playground is opened in the morning at drop off time and then locked again at 9:15am. For the end of the school day, it is then reopened at 3:00pm and locked at 4:00pm.

The double doors next to our new Year 1 classroom and the double doors that lead into our KS1 library have security access controls fitted that can only be opened by a member of school staff using their key cards. When year 2 are dropped off and picked up, one set of these doors is opened, but always manned by a member of teaching staff.

Nursery has a new high rise fence around its perimeter with a padlocked gate included. This will be opened by a member of staff at key times of the day for access to the Nursery. All areas of the building site will continue to be fenced off for the duration of the expansion and no contractors have access to the school without prior permission.

Please rest assured that security of the site and safety of your children is, and always will be, our number one priority. If you have any further questions then please feel free to ask a member of staff.

Thank you for your support.

Yours sincerely,

Matt Hickey
Headteacher
Highwood Primary School