



8 November 2017

Dear Parents and Carers

**Automatic Barrier – New Procedures Starting Monday, 13 November 2017**

I am writing to let you know about the new security procedures we have introduced to improve the wellbeing and safety of all our pupils. During half term work was completed to ensure that the car park area is now fully fenced. This will help to keep children and cars completely separate. Work to install the barrier has taken a little longer than expected, but we are pleased to let you know that with effect from Monday, 13 November the barrier will be operational. The installation is an important addition to our safeguarding strategies.

To keep pupils safe, from 0800 to 1600 the barrier will be lowered and during these times all access to the school car park will be monitored. Any person who wishes to enter the school grounds will have to request permission via the intercom system on the barrier. We will not be able to open the barrier for pick up and collection of pupils at the beginning or end of the day unless the pupil who is being dropped off has a registered disability or temporary medical condition.

We want to encourage as many pupils as possible to walk or cycle to school (and are very keen that cyclists wear a helmet). If it is impossible for your sons and daughters to make their own way to school and they have to be brought by car please remember there is no room to turn in the approach to the Academy so please drop them off on Lynn Grove, Claydon Grove or the Walk.

In addition, in order to keep all of our pupils and staff safe, particularly during the busy periods at the beginning and end of the school day, we would request that you observe the yellow lines and do not park in the road leading into the Academy from Lynn Grove.

If your child has specific access needs (i.e. is a registered blue badge holder), please inform me of any exceptional requirements directly via email at [Rachel.Cramer@lynngroveacademy.org.uk](mailto:Rachel.Cramer@lynngroveacademy.org.uk).

Yours sincerely

Rachel Cramer  
School Business Manager