

THE NORTON KNATCHBULL SCHOOL

An International School with Language and Science Specialisms



(Founded 1630)

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Electronic Gates to front entrance at the Norton Knatchbull School

Dear parents and carers, staff and students,

As you will be aware, we operate electronic monitored gates to the front of the school. This feature significantly enhances the security and safety for students and staff, as well as helping to prevent theft and damage to property. As the new academic year gets under way, we would like to remind everyone of how the system operates.

CCTV monitoring of the entrance/exit will operate continuously day and night.

The main entrance gate will open electronically from 7am on weekdays for staff using their key fobs. Sixth form student vehicles may access the car park from 8am onwards using the Intercom system. Any visitor seeking access to the school site during opening hours must use the Intercom System.

Out-of-hours access for the purpose of lettings or school events will be facilitated by the site staff using the Intercom System.

The main exit gate will remain closed at all times. It will open automatically when a vehicle approaches from within the school site except between 3.40pm and 3.50pm, when students are exiting the site. Please allow enough distance for the gate to open.

Pedestrian entrance and exit gates will be open from 8am to 8.40am Mondays to Fridays whilst the school is in session. After that time, anybody wishing to enter and exit the site needs to use the Intercom System.

Students of all ages should only be on site from 8am to 5pm Mondays to Fridays, as this is when our School Reception is staffed, allowing for a single central point of reporting in case of an emergency.

Parents/carers are not permitted to drive onto the site for the purpose of dropping off and/or picking up their child before and after school, as this has been identified as a significant health and safety risk due to the volume of cars and pedestrians at these particular pressure points. Parents/carers should drop students off and/or pick them up a little distance away from the school entrance in order to avoid congestion and minimise the risk of accidents. Any parent/carer wishing to access the site for the purpose of an appointment during the school day should use the intercom system. Parents/carers are also reminded not to use the external area outside of the electronic gates for parking or turning, as this poses a significant health and safety risk for students and adults entering or exiting the site and causes significant issues for the flow of traffic on the Hythe Road.

Thank you all very much for working with us to promote the safety and security of our school community.

Susanne Staab

Headteacher

