

Dear Parents and Carers

### Site Security at Mark Hall Academy

As I am sure you will agree, the security and safeguarding of our students and staff is a top priority.

The electronic gates at our main entrance play a key part in ensuring our site remains secure.

Access to the academy is obtained by contacting our Receptionist by pressing the buzzer at the gate, which activates a video link to Reception. Reception hours are 8.00am to 5.30pm, Monday to Friday, during term time.

For students who need to arrive at the academy before 8.00am, we can arrange for their Cashless Catering card to be updated so that it will provide access through the gates and the main door of the academy between 7.00am and 8.00am each academy day.

If this applies to your child, please complete and return the slip at the bottom of this letter and we will then make the necessary arrangements. The slip should be returned to the Finance Office.

Parents bringing students to school by car at the start of the academy day must drop them in the Mark Hall Sports Centre car park in London Road between 8:00am and 8:45am. Please note there is a 5mph speed limit in place in the Sports Centre car park.

Parents collecting students from school should also pick up in the Sports Centre car park between 3:10pm and 3:30pm. These procedures remain unchanged as the Sports Centre car park has always been used to prevent congestion on First Avenue.

Yours sincerely

**Mr T Salmon-Jones**  
**SIMS & IT System Manager**

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Student Name:

Home Group:

I confirm that my son/daughter needs to arrive at the academy before 8.00am on each school day.

.....  
Signature of parent/carer

.....  
Name of parent/carer

**Principal: Mrs C Franceschi BA (HONS), NPQH**

**Associate Principal: Mr A Osborne BA (HONS), MA**

Mark Hall Academy, First Avenue, Harlow, Essex, CM17 9LR

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