

October 2017

Dear Parents and Carers

Site Security at Mark Hall Academy

As I am sure you will agree, the security and safeguarding of our pupils 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 then activates a video link to Reception. **Reception hours are 8.00am to 5.30pm, Monday to Friday, during term time.**

For pupils 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.

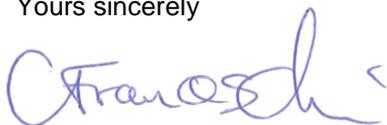
Once your child is inside the Academy, they are required to sign in at the Main Reception's Student Ambassador's desk. There will be a student signing in sheet alongside the staff signing in sheet. This will be checked by our SENCo and Safeguarding Lead, Ms Lee and, in her absence, by the senior duty leader that day. Once your child has signed in, they must go to Café 54. They are not allowed to wander around the Academy or go to any other area unless they have the signed permission of a member of staff.

If your child requires early access to the Academy, 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 8:45a.m. and not through the main front entrance on First Avenue. Please note there is a 5mph speed limit in place in the Sports Centre car park.

Parents collecting pupils from the Academy 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



C. Franceschi
Principal

Return to Student Reception

Pupil's 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

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

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