



Bourne End Academy

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Dear Parents / Carers

I would like to begin my letter to parents this week with a sincere thank you to all of those who have responded to my letter from last week, your warm reception and welcome has been greatly appreciated.

During my opening address to the staff at Bourne End Academy, after we returned from the summer break, I said, "there is nothing as important as Safeguarding in a school." Many students, and indeed families, believe that the primary role of a Headteacher is examination results and success in academic attainment. However, whilst this is undoubtedly important, the priority of a Headteacher has to be the safety, well-being and safeguarding of all students and staff in a school. At the close of my first full week as Headteacher at Bourne End Academy, I propose to implement the following changes to the site and the security for the betterment of all students in our care. The following was shared with students this morning and will take effect from Monday, 17th September 2018:

- Student entrance to the school site before school starts, i.e. before 8:30am, will be through the single side gate at the front of the school. There will be no access via the top gates and car park. Access via the side gate entrance will be from 8am onwards. Entrance by students prior to this must be prearranged and agreed with staff at the school.
- When students arrive in school, they must remain in a supervised area. Initially, this will be in the restaurant or the school playground. Staff will be on-duty at the entrance of the school and will direct students to the dining room. Staff will be present to supervise the dining room and the playground. Student support and understanding in this is expected and appreciated.
- Access to classrooms prior to the start of the school day can only be through prior arrangement or agreement with staff for intervention, support, homework, etc. Students must have a written permission from the member of staff.
- As is presently the expectation, students can only exit, during the school day through the main reception using the signing in and out system. Any notes from home requesting a student to leave the school site during the school day must be signed and handed in to staff at the appropriate time.
- At the end of the school day, i.e. 3:10pm, exits from the school will be through the side gate and the top gates and car park. However, the top gate will be secured and locked at 3:20pm after the majority of students have exited the school site. The side gate will be locked at 3:30pm, at which point the only exit will be through the main school reception area.
- Students remaining for after school clubs, revision or intervention sessions will be required to exit the school site through the main school reception doors.

The school reception will be open from 7:30am in the morning until 5:00pm in the afternoon. After 5:00pm entrance to the school site can only be through prearranged appointments. There will be no vehicular access to the school site for the dropping off or picking up of students.

Whilst changes to daily routines can sometimes be daunting, students responded well to the messages that were delivered this morning, and I believe most questions have been answered. However, if your child continues to have questions, or you have questions regarding this yourself, please do not hesitate to contact the school.

Thank you for your on-going support and your understanding in this vitally important aspect of our role in supporting and caring for your children at Bourne End Academy.

Thank you.

A handwritten signature in black ink, appearing to read 'R. Williams', written in a cursive style.

Ryan Williams
Headteacher