

Dear Parents and Carers

We are now entering the final phase of the front security and safeguarding scheme for Wyvern College and Fair Oak Junior School.

The table below summarises the times when the various gates will be accessible and when the automated timings will mean that access will be restricted.

These are the proposed times but we reserve the right to make amendments if and when operational circumstances require it.

Gate	Term Time		Weekends		School Holidays		
	Open	Automated Closed	Open	Automated Closed	Open	Automated Closed	
Cemetery Lane - Manual	6.30 14.50	8.30 M 15.10 M	Locked	Locked	Locked	Locked	
North Vehicle Gate- Auto	6.30 15.45	8.20 22.00	7.00	22.00	7.00	22.00 *	
Main Vehicle Gate- Auto	6.30 15.45	8.20 22.00	7.00	22.00	7.00	22.00 *	
Main Pedestrian Gate - Auto	6.30 14.50	9.00 22.00	7.00	22.00	7.00	22.00 *	* the latest time: can sometimes be earlier.
South Pedestrian Gate Manual	6.30 M 14.50 M	8.55 M 19.00	Locked	Locked	Locked	Locked	A = Automated M= Manual

At the times when the main vehicle or pedestrian gates are timed to be closed, access will be controlled through the intercom, which is situated at each automated gate.

This intercom system will enable you to scroll through the options and choose the destination you are wanting to reach:

- Wyvern College Reception
- Fair Oak Junior School Reception
- Wyvern Childcare: Lions, Tigers or Leopards
- Wyvern Sport and Fitness Reception

Once your call has been answered, by the destination you are contacting, and your reason for the visit has been verified, you will be granted access and the gates will open. If access to the site is not granted you will need to leave the site immediately.

For the pedestrian gate, the gate will unlock and you will need to open the gate yourself (this will not open automatically)

On exiting the site in a vehicle, please drive slowly up to the relevant gate and a sensor will activate the opening of the gate.

For exiting at the pedestrian gate, the release button will need pressing and the gate can then be pushed open.

In order to make sure we can give access to those users who need it, the current car permit system will be renewed. This will allow the site team and staff on duty to very clearly see who has been granted a permit to access the site as new permits will be issued in a brand-new colour. This will ensure that only people with a new current permit will be able to access the site and can be used if your access on site is required when the gates are closed

Any previously issued permits will not be valid once these new permits have been issued.

Holders of current temporary permits for Wyvern College students will be re-issued with a new permit once we have verified the permit request is still required.

Current Nursery parents can continue to use their current permits at the moment and we will look to refresh these for the new academic year in September. We encourage Childcare users to make use of the top car park to access the Childcare buildings.

Please note, there must not be any double parking in top car park or anywhere else on site, as we have an obligation the all the emergency services to be able to access all of our buildings at any time in an event of an emergency.

There will be no access to site for parents or visitors to Fair Oak Infant School, please use their gates at the front of their site.

We are hopeful that any new permits will be issued from the start of the new half term (w/c 3rd June)

Once the work is fully completed and signage in place we will be in a position for the scheme to 'go live' and we will inform you of this date once we are sure we have everything in place.

All of these measures are there for the protection of all of our children and measures that try to manage a complex and large site in the most effective way. Staff will still be present on the main gate checking permits and we would ask that any member of staff is treated with respect. Inappropriate language or behaviour to any member of staff may result in your permit being revoked and access to site denied.

We thank you for your continued cooperation and consideration when using the site.



Ben Rule
Headteacher
Wyvern College



David Bessant
Headteacher
Fair Oak Junior