



# BROWN CLEE C.E PRIMARY SCHOOL

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WV16 6SS

Headteacher: Miss Sue Relph

8<sup>th</sup> June 2017

Dear Parents

## School Access Procedures

The health, safety and wellbeing of our children and staff is of the utmost importance to the school. To ensure the school meets Safeguarding, OFSTED, school Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of the school are followed by **ALL** visitors.

A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a pupil currently enrolled in school.

We thought we would just clarify the School Access Procedures following the completion of the building of our new secure access porch. The access control procedures for the building are:-

- All external doors are locked during school hours, apart from during playtimes and lunchtimes, when access is supervised.
- All visitors are to use the main entrance via reception which has a security access control system.
- All new visitors must have ID checked.
- All visitors (including parents) need to sign-in to the Visitors Book.
- Visitors are given an appropriate visitors badge.
- Children attending After-School Clubs or Care Club are to be collected from the reception door, where they will sign to confirm collection by the relevant member of staff.
- If you are dropping off, or collecting your child to/from Care Club, please press the intercom button, as you will be able to communicate with the GP Room where Care Club takes place in order to alert the Care Club Supervisor that you have arrived. If you are unable to make contact with the Supervisor, you may walk around the school to the Junior playground doors to the GP Room.

Thank you for your support and understanding in ensuring that the School is a secure and safe place for your child.

Yours sincerely,

*S Relph*

**Miss Sue Relph**  
Headteacher

