



Highwood Primary School

Mead Way, Bushey, Watford, Hertfordshire, WD23 2AW

Tel: 01923 256210 E-mail: admin@highwood.herts.sch.uk

Promoting Resilience, Achieving Potential

Cathy Cox – Head Teacher

Friday 19th July 2019

IMPORTANT NOTICE REGARDING THE DRIVE THROUGH

Dear Parents and Carers,

As you are aware, the drive-through remains a safeguarding challenge to the children, staff and stakeholders of Highwood Primary School.

In March 2019, Hertfordshire County Council visited Highwood to review this situation and agreed that the current system with the gates remaining open during the school day presents an unacceptable safeguarding risk. As a result, funds of £10,000 were given to the school with the clear mandate of installing electronic gates.

I am pleased to confirm that in August 2019, electronic gates will be installed ready for the start of the new academic year in September 2019. As a result there will be some changes to access to the school via the drive-through.

Morning Drop Off

Both the vehicular and pedestrian gates on Mead Way will be open from **7.55am – 9.00am**. From **9:00am – 3.00pm** there will be NO vehicular access to the drive-through (apart from staff, emergency or service vehicles).

Both pedestrian gates on Bushey Mill Lane will be open from **8.00am – 9.30 am**.

Afternoon Pick Up

Both the vehicular and pedestrian gates on Mead Way will open again at **3:00pm**. The vehicular gate will remain open until **6:00pm**. The pedestrian gate will close at **5:00pm (4:30pm on Tuesdays)** but will remain unlocked (can be pushed open for access) until **6:00pm**.

Access to the school during the day

Anyone needing access to the school during the school day (**9.00am – 3.00pm**) will have access via an intercom system at the pedestrian gate on Mead Way which will be linked to the main office.



The Stand Alone Building pedestrian gate on Bushey Mill Lane

Anyone picking up children from North Bushey Pre-School will be able to contact the Pre-School by way of intercom on the pedestrian gate on Bushey Mill Lane.

Pedestrian gate on Bushey Mill Lane (nearest to the British Legion)

This will remain locked from **9.30am -3.00pm**. Anyone needing to pick up children from Nursery at **11:50am** can access the school via the pedestrian gate on Mead Way.

Exiting the school

The vehicular exit gate will be fitted with an automatic sensor opening on approach of a vehicle. The pedestrian gate on Mead Way along with the two pedestrian gates on Bushey Mill Lane will be fitted with gate release buttons, allowing exit.

I am aware that these are significant changes but I trust that you will recognise and understand the necessity behind this decision. Please can I remind you to continue to follow the drive-through rules when accessing it.

My Senior Leadership Team, the governors and I remain committed to the safeguarding of the children and staff at Highwood and it is not a task we take lightly.

Kind Regards,

Mrs Cathy Cox
Headteacher