



5th February 2024

Dear Parent & Carers

I wanted to share a message with parents, to outline a little more about the single point of entry and exit system, our reasons for doing this and our ongoing review and refinement of what we are doing.

Firstly, I want to clarify some of the issues that this approach is seeking to address, that existed before we introduced the change. Prior to the introduction of the single point of entry there were large numbers of students entering the school site before 8.15am when duty staff are in position to supervise the students. This was not safe and led to a number of first aid incidents at the start of the school day and unsupervised behaviours that did not support a calm and focused start to the school day. The spread out nature of the school site and multiple entry points also made it very difficult to ensure that students remained in the areas where duty supervision was in place.

Secondly, prior to the change large numbers of students were entering and exiting the school through the car entrances and exits which was not safe. Moreover, there had been poor road crossing in multiple locations with insufficient staff presence to monitor and support.

Another key issue was that safeguarding checks on entry were not easily carried out on adults entering the school site, as there were insufficient resources to check lanyards and direct anyone coming onto the school site at that time.

With our new approach staff are greeting all students as they enter the school and are able to carry out informal well-being and mental health checks, as students arrive as well as addressing uniform, behaviour and punctuality issues in a timely way that minimises the negative impact on learning for both the students concerned and the others in their classes and tutor groups. Since introducing this health and safety on site at the start and end of the day has improved and there has been a significant reduction in First Aid incidents.

As I reported at the start of the term, we have been observing the entry and exit from school and I personally have been at the gate in the morning and after school to constantly review and address any issues. Some of the changes we have made have been to stagger exit times, to deploy staff to support road crossing (there is a currently unfilled position for a road crossing supervisor for Surrey). Staff supporting a more controlled exit to avoid crowding on pathway out of the school, waiting areas clearly indicated to keep pathways clear. We have also been in regular contact with the council regarding parking on double yellow lines, the speed limit on Tithe Pit Shaw lane and insufficient crossing points. We are opening up the gate and queuing inside the school at the start of the day to avoid the pathway being blocked, as well as giving frequent reminders to students and parents about road safety, considerate parking, dropping off and collection.

One question that has been raised has been to ask why the gate that we are using is the side entrance as oppose to the main car gate at the front of the school. Firstly, this is due to this gate being the main gate for vehicles, but also the gate is not set back from the road in the way the side gate is and does not have a safe area that students can wait if they are not entering or leaving straight away.

I hope that goes some way to explain the reasons why we have made this change, how we are responding to any issues and feedback from parents, students and staff and some of the impacts that have been seen. We will continue to review and refine our approach to maximise the benefits and address any issues that arise.

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Tandridge Learning Trust

Thank you for your continued support – as always your reinforcement of the need to be considerate and careful on the way to and from school, to avoid being distracted by mobile phones when crossing the roads and avoid parking and dropping off at places with double yellow lines or zig zags is much appreciated.

Kind regards

A handwritten signature in black ink, appearing to read 'P Foster', with a long horizontal flourish underneath.

Mr P Foster

Headteacher