



The Cooper School Main Sliding Gate & Pedestrian Gates

Guidance for Parents, Guardians & Visitors

1. Main Sliding Gate

The main school gate is a sliding gate. The speed of the gate opening and closing is set to industry standards.

The main school gate is set up on the following time bands.

Monday, Tuesday, Thursday & Friday

Gate opens at 8.00am. Closes at 8.45am.

Gate opens at 3.10pm. Closes at 4.30pm.

Gate opens at 5.15pm.

Wednesday

Gate opens at 8.00am. Closes at 8.45am.

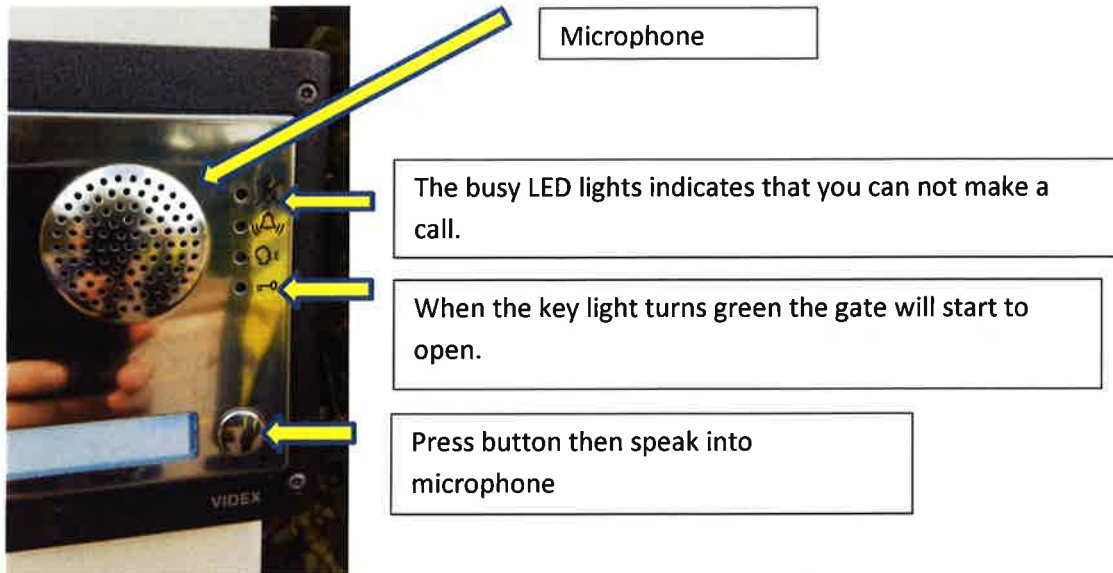
Gate opens at **2.10pm**. Closes at 4.30pm.

Gate opens at 5.15pm.

What to do when arriving at the school during periods when the gate is closed:

- Stop your car in front of the school gate.
- Leave your car and walk to the white post.
- Press the intercom button.
- Speak into the microphone.
- Wait for a reply.
- Explain why you need to visit the school.
- A decision will then be made as to whether you have permission to enter the school site.
- If so, return to your car and the gate will open automatically.





What to do when leaving the school when the gate is closed:

- Drive up to either one of the yellow rectangles.
- Ensure your car wheels are on the yellow lines or inside the yellow box.
- Wait.
- The beacon will flash.
- There is then a 2 second delay before the gates start to open.
- Let the gate open before leaving.
- **Please be patient** to allow the gate to open.



2. Pedestrian Gate

The pedestrian gate is set up on the following time bands.

Monday, Tuesday, Thursday & Friday

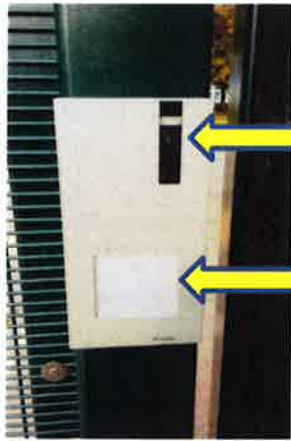
Morning: Closes at 8.40am
 Afternoon: Opens at 3.10pm

Wednesday

Morning: Closes at 8.40am
 Afternoon: Opens at 2.15pm

To gain entry to the school:

- Press the button on the intercom located next to the Pedestrian gate. The button will light up and the light above the camera will come on.



Look into the Camera

Press the Button

- Look into the camera.
- Speak clearly. Explain why you need to visit the school.
- Wait for a reply.
- Please remember you may have to wait until the call can be answered.
- A decision will then be made as to whether you have permission to enter the school site.

To leave the school:

- Press the yellow release button on the upright post.
 - This will open the pedestrian gate. It will open at a steady pace. **Do not force the gate open.**



DO's & DON'T's

Mornings:

- There will be no vehicular access before 8.00am.
- If your child is late i.e. not in school by 8.40am, please do not drive up the access road and request to be let in. Please drop your child near the school and let them walk up the school drive.

Afternoons:

- Please DO NOT park/stop on the Access Road before the gate opening times, i.e. 3.10pm (Monday, Tuesday, Thursday & Friday) or **2.15pm** (Wednesday).
- Access cannot be granted between 4.30pm and 5.15pm.

Appointments

- We understand there are times when Parents/Guardians would like to see a member of the school staff at short notice. However, it is not always possible to grant these requests therefore please can you contact reception either by e-mail: reception@thecooperschool.co.uk or ring the school on 01869 242121 to make an appointment.