Blaenavon Heritage Voluntary Controlled Primary School



SCHOOL ACCESS

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CoG:

The school building has been built with a swipe card door access system, meaning that external doors can only be accessed by school staff using a swipe card, or visitors being 'buzzed' in by staff.

The exterior areas of the school are guarded by 2 padlocked gates, one on Coed Cae Road, and the other outside Flying Start.

START OF THE DAY

The building is opened, and the intruder alarm un-set, first thing in the morning by the caretaker, at approx. 6.30 am. However, as mentioned above, access can only be gained by using swipe cards. These are only issued to School Staff, Busy Bees and Flying Start staff.

Only key holders have fobs to set and un-set the intruder alarm system.

At the start of the school day, teachers and staff supervise the 4 main access routes into school. They are:-

- Gates on Coed Cae Road
- Entrance door 2 at end of staff room corridor
- Main entrance
- Gates outside Flying Start

END OF THE DAY

As above, teachers supervise the 3 main access routes out of the school at the end of the school day, ensuring that children have a physical handover to parents, guardians etc. ready to collect them.

Teachers in charge of after school clubs ensure children are collected before leaving their charge.

Cleaners come onto site from 3.00 pm – 6.30 pm.

At 6.45 pm the caretaker will secure the building and set the intruder alarm for the school side on leaving.

Leisure is open to the general public from 5.00 pm – 9.00 pm weekdays (9.00 am – 1.00 pm weekends) and has its own alarm system, which is set after end of business. The 2 intruder alarm systems can be set separately.

KEYHOLDERS

Jane Howells	Head Teacher
Sian Hart	Caretaker
Cheryl Lewis	Caretaker
Julian Smith	Facilities Manager

COVID-19 ARRANGEMENTS

In light of Covid-related lockdowns, arrangements for entry to school for Hub pupils are listed within the School's Risk Assessment (January 2021).