THE BUCKINGHAM SCHOOL

An Ofsted Graded Good School

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Interim Executive Headteacher: Mr A McGinnes
Interim Head of School: Mr M Wardle

21st August 2026

Dear Parents and Carers,

Changes to Visitor Access Arrangements

As part of our ongoing commitment to safeguarding and improving the security of our school site, we would like to inform you of an important change to our visitor access arrangements.

From 1st September 2026, the Student Office entrance will be closed to all parents, carers and visitors. Going forward, all visitors must enter the school via the Main Reception entrance.

What is changing?

- Meetings: All meetings must strictly be made in advance. Staff will not be available for any impromptu meetings.
- Access to school: If collecting your child during the school day, attending a meeting, or visiting the school for any reason please do so via the main reception.
- Forgotten items: The school will no longer be able to accept forgotten PE kit, food ingredients or homework, as there is no capacity for staff to be able to leave their roles to deliver them to students.

Why we are changing?

- Enhanced safeguarding: Having a single point of entry enables us to monitor all visitors entering and leaving the school more effectively, helping us maintain a safe and secure environment for our students and staff.
- Improved visitor management: All visitors can be signed in promptly, issued with a visitor badge where appropriate, and directed to the correct member of staff.
- To minimise disruption to teaching and learning: Meetings with staff should be arranged in advance. Main Reception staff will be able to confirm appointments and notify staff of your arrival.
- Reduced disruption during the school day: Closing the Student Office entrance to visitors will help ensure that the office remains focused on supporting students and managing day-to-day school operations.

A single reception point allows us to respond more effectively to enquiries, deliveries and visitor requests while ensuring consistent procedures are followed.

We appreciate that this represents a change to our usual arrangements, and we thank you in advance for your understanding and cooperation. These measures have been introduced to strengthen the safety and security of our school while ensuring we continue to provide an efficient and welcoming service to all visitors.

Thank you for your continued support.

Yours faithfully,

Mr M Wardle
Interim Head of School
aallen@buckinghamschool.org

The Buckingham School is committed to ensure that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to finance@buckinghamschool.org, if you wish to seek assistance, or obtain more information about Pupil Premium funding.