NICHOLAS CHAMBERLAINE SCHOOL

20 October 2026

Subject: Important Changes to School Site Access and Morning Arrangements – From Tuesday 3 November 2026

Dear NCS Families,

I am writing to inform you of some important changes to school site access and morning arrangements, which will take effect when students return after half term on **Tuesday 3 November 2026**.

The safety and safeguarding of our students and staff remain our highest priorities. As part of our ongoing review of site security, we are introducing revised gate opening times and arrangements for accessing the school grounds.

School Gate Access – Adjacent to St Michael's

We recognise that some families, including those attending St Michael's, have historically used the school grounds as a convenient walking route.

However, we would like to clarify that **Warwickshire County Council has confirmed that this route is not recorded as a public footpath on its Definitive Map of public rights of way.** The school grounds are not intended to serve as a public thoroughfare, and access has previously been permitted as a matter of convenience.

To strengthen our safeguarding and site security arrangements, access through the gate adjacent to St Michael's will be restricted to the following times:

- **Morning:** 8:15am – 8:40am
- **Afternoon:** 3:15pm – 3:30pm

Outside these times, the gate will remain locked.

Student-Only Access

From Tuesday 3 November, **the gate adjacent to St Michael's will be for NCS students only** during the published opening times.

Parents, carers and members of the public will no longer be permitted to use this entrance as a route through the school grounds, including during the times when the gate is open.

We have discussed these arrangements with the leadership team at St Michael's, who recognise the importance of ensuring that our school site remains safe and secure.

We appreciate that this change may require some families to adjust their usual walking routes. However, our responsibility to safeguard the students and staff on our site must take priority.

NICHOLAS CHAMBERLAINE SCHOOL
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Parent, Carer and Visitor Access

All parents, carers and visitors who need to access school reception, attend meetings or speak with a member of staff must enter via **the main school entrance on Bulkington Road**. For safeguarding reasons, visitors must not enter the school site through the St Michael's gate.

Morning Arrival and Building Access

From Tuesday 3 November, the following morning arrangements will also apply:

- **School building opening time:** The main school building will open to students at **8:15am** each morning.
- **Student arrival:** Students should not arrive before 8:15am, as supervision and access to the building will not be available before this time.
- **Free breakfast provision:** Free toast will be available to all students in the school canteen from **8:15am each morning**.

We hope that providing access to the building and a free breakfast from 8:15am will support students in having a positive and settled start to their school day.

We recognise that some families may have individual circumstances that require additional consideration. If there is a specific safeguarding or welfare concern relating to your child's morning arrival arrangements, please contact the school so that we can discuss this with you.

Thank You for Your Support

We understand that changes to established routines can take some adjustment, particularly for families who have used the route through the school for some time.

However, **our school grounds must remain a safe and secure environment for the students and staff who use them each day**. Managing access to the site is an important part of our safeguarding responsibilities, and these arrangements will help us maintain appropriate supervision and security throughout the school day.

Thank you for your continued understanding, cooperation and support in helping us keep our school community safe.

Kind regards,

Natalie Minty
Head of School
Nicholas Chamberlaine School