



Queen Mary's Grammar School

Headmaster: T J Swain, M A

28th November 2016

Dear Parents

Important information about School site security

Following an extensive review of security, we have installed a lockable gated system on the vehicle and pupil pedestrian entrance to the school. These will become operational in the week beginning Monday, 28th November. There will be times when the gates will remain open, which will be during the peak times of 7.00am to 9.15am and 4.00pm to 6.00pm. Out of these peak flow times any visitors to the School will need to press the buzzer to communicate with Reception in order to enter the site. Additionally, sixth formers will be able to access the School site by the pedestrian gate at the main entrance during the lunch hour.

For community use the top car park and pedestrian gate will remain open after 6.00pm until the site is locked up for the evening.

We are also improving our security further by installing CCTV across the school on the outside of the school buildings. The purpose of this is:

- To increase personal safety and reduce the fear of crime
- To protect the school buildings and assets
- To support the Police in a bid to deter and detect crime

The school is already registered with the Information Commissioner under the terms of the Data Protection Act 1998 as the operator of a CCTV system, and we will seek to comply with the requirements of both the Data Protection Act and the Commissioner's Code of Practice; the school will treat the system and all the information and recordings that are obtained and used as data protected by the Act.

Cameras will be used to monitor activities outside the school buildings and around its car parks and other public areas for securing the safety and wellbeing of the school, its staff, pupils and visitors. Cameras will not be installed in any place or take images of any place where students, staff, or visitors may have a reasonable expectation of privacy, such as classrooms, offices, teacher workrooms, toilets, changing rooms, or other designated dressing rooms.

Recordings or descriptions of recordings will not be made available to third parties outside the School unless requested in writing by the Police or as required by law.

Warning signs, as required by the Code of Practice of the Information Commissioner will be placed at all access routes to areas covered by the school CCTV.

If you have any queries regarding this information please do not hesitate to contact the School.

Yours sincerely

Richard Langton

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