



4<sup>th</sup> October 2019

Dear Parent/Guardian

**Re: All Years – Entrance Gate 2**

The Holt School has now installed gates on all three entrances, which will be closed from 8.40am to 3.15pm each day.

If access to Reception is needed during the school day then there is a “call” button on Gate 2 which will be answered by Reception. Please be aware that there are only two visitor car parking spaces on site and unfortunately, if these are taken then you will need to park off site.

If you have been contacted by Student Support to ask you to collect your son/daughter, you should press the call button on Gate 2 and the Receptionist will give you access to enable you to go to Student Support for this purpose.

If your son/daughter has an appointment during the school day then an email should be sent to [absence@holt.wokingham.sch.uk](mailto:absence@holt.wokingham.sch.uk) advising them of the appointment. Students should then sign out at Student Support and meet parents outside Gate 2. Where possible appointments should be made outside of school hours. When returning, students will need to press the “call” button on Gate 2 which will be answered by Reception.

Please be aware that Student Support and Reception do not accept forgotten items or work i.e. PE kit, homework or food ingredients during the school day.

Yours sincerely

Wendy Simmons  
Deputy School Business Manager