



St Mark's C.E. Primary School

Queens Road
Farnborough
Hampshire
GU14 6DU

Executive Headteacher: Mrs Clare Wright

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27th March 2026

Dear Parents and Carers,

Queens Road Gate

We are writing to inform you of an important change to our morning arrangements. From Monday 13th April, the gate on Queen's Road will be closed for drop-offs and pick-ups at the beginning and end of the school day. This means that the only access to the school site both for drop-off and pick-ups will be via the High Street gate.

This decision has been made following a recent safeguarding review, completed by an external safeguarding auditor, who recommended that a risk assessment was conducted around the safety of the site while both gates are open.

We have completed a risk assessment and, due to not have adequate staffing to man the site (i.e. having full view of the Queen's Road gate and the passage at all times), we have therefore decided to close this gate. The school governors have been fully involved in this process and support the decision to close the gate in order to strengthen the safety of our site.

This arrangement will remain in place for the time being and will be reviewed at the end of the Summer term. We will keep you updated with any further changes.

Thank you for your understanding and cooperation as we continue to prioritise the safety and wellbeing of our school community.

Kind regards,

Clare Wright & Rachel Jones
Executive Headteacher & Deputy Headteacher and DSL
St Mark's Church of England Primary School
Farnborough