

Dear Parent/ Carer

As you will understand, we have a legal responsibility to know who is on our school site at any given time of the day. This is part of our duty of care to our students and for the safety of individuals in the event of an emergency.

With this in mind, I am writing to inform you of some updates to our procedures regarding access and exit of the school site during the school day for Sixth Form students.

- Students must wear their red lanyards **at all times** when on site and be in their correct dress code. Both of these are non-negotiables – we need to be sure that only authorised people are on site and the lanyards support this.
- Students will only have access on and off the site via the blue side gate. Students have been given clear information about this. The gate is monitored throughout the day and activated by their lanyards.
- Each student should scan their card even if they arrive/leave as part of a larger group – this creates a record of who is on site, in the same way that it does with most workplaces.
- Access to the Sixth Form study area and corridors will be by scanning through the internal doors. This will let us know that students are in the study room in the event of an emergency.
- Whilst we wish to recognise and offer greater flexibility for Sixth Form students, movement on and off the site should be kept to a minimum to utilise good use of time to study. We are working hard to further improve facilities for them on site and now have an all-day servery available to sixth form, as a step in that direction.

I know I will have your support in helping to reiterate this message to continue providing a safe and happy working environment.

These changes will take place after half term.

Yours faithfully

Mrs E Mayor  
Head of Sixth Form

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