

25th April 2017

Dear Parents/Carers

RE: Lunchtime 'off-site' arrangements

Following a careful review of our current practice regarding students leaving the school site at lunchtime, the following changes will take effect from Monday 5th June 2017:

- All students will be expected to remain on-site throughout lunchtime (consequently, current 'orange' lunch passes will become invalid).
- Year 11 Prefects (once appointed) will also remain on-site at lunchtime.

Maintaining the highest standards of student safeguarding were paramount when making this decision.

Our school site and catering arrangements offer the capacity for all students to enjoy their break and lunchtimes safely under the supervision of our duty staff teams.

As is the case now, if students are found to be leaving the school site without permission they will receive appropriate sanctions including detentions and, if necessary, time in our isolation room.

If you require your son/daughter to leave the school site at lunchtime for 'exceptional' reasons please contact the school's Attendance Officer, Mrs Jenny McClintock, in writing; please clearly state the exceptional reason(s) for the request, the duration required and details of travel/transport arrangements in place to ensure that your son/daughter is back at school promptly for the afternoon session. Notification of medical appointments should continue using current procedures.

Thank you for your support and understanding on this matter.

Yours faithfully



Mr J Wilburn
Deputy Headteacher