

June 2018

Dear Parent/Guardian

Access before and after the College day

The College day begins at 8.50am and finishes at 3.10pm with the exception of Tuesdays when the College finishes at the earlier time of 2.45pm. I am writing to inform you of the arrangements in place in relation to your child's supervision outside of these times.

We understand that there needs to be some flexibility in regard to the times you drop off and pick up your child, however we also have a responsibility to ensure the site is safe and secure for staff, students and visitors. It is an expectation that students will not be on the College site earlier than 8.00am from which time they can access the library or the canteen area. No other areas inside the buildings should be accessed, regardless of the weather, until 8.50am and staff are on duty from 8.40am. Students on the grounds prior to 8.40am will not be supervised.

At the end of the College day, unless students are in an organised revision class, ALO, detention or after College activity they are required to leave the site as promptly as they can when College finishes. Staff are on duty to ensure students leave safely until 3.20pm or 2.55pm on a Tuesday after which time they will be unsupervised.

During the times specified as above as unsupervised, if your child is on site without being in a formal provision, then the College can accept no responsibility for them.

At any time during the College day, if your child's actions result in any damage to the College property or facilities, whether intentional or not, the College will seek to obtain reimbursement from parents/carers.

Yours sincerely

Mrs S Bennett
Headteacher