



Parents & Guardians  
of Year 12 Students

Dear Parent/Guardian,

**Sixth Form Off-Site Policy 2018-2019**

As you are aware, we operate an off-site policy in the sixth form: this allows students to leave the site when they are not required for a timetabled lesson, study period or activity. This enables students who prefer to work independently to continue their studies at home or carry out research based work. This provision relies on the students being responsible for themselves when not in registered school activities. All year 12 students should be in morning registration every day unless they have work experience placements. However, should we find that students are not completing their studies or not using this provision appropriately we may decide to allocate more supervised study sessions or withdraw the off- site provision for these students.

I would be grateful if you could complete the attached reply slip to confirm that you are aware of this policy and consent to your son/daughter leaving the school site.

Yours Sincerely

A handwritten signature in black ink that reads 'Gill Endacott'.

Gill Endacott  
Vice-Principal & Director of Sixth Form

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I confirm that I am aware of the Sixth Form Off-site Policy and agree to my son/daughter being responsible for themselves when off-site and not in registered school activities.

Student name:	
Tutor Group:	
Parent/Guardian signature:	
Date:	

**Please return this slip to the student's Form Tutor by  
Friday, 7 September 2018**

**Director of Sixth Form: Mrs Gill Endacott**

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