



Bluecoat Sixth Form
believe in yourself, in others, in God

Monday, 02 October 2023

Dear parent/carer,

Signing in and out procedures

Now that we are a few weeks in to the half term and students are more familiar with the patterns of the school day, I am writing to update you on our procedures in relation to signing in and out that students must follow, and to remind you of when students need to be on site.

Signing in and out

Students must wear their lanyard around their neck at all times when in the sixth form building. Lanyards are needed to operate our internal magnetic locks, and are an essential safeguarding measure.

Student badges **must** be used to sign in on our speed gates every time they access the site and sign out upon leaving. This applies if students are leaving the site even for a brief period. When arriving or leaving as part of a larger group, it is essential that every student signs in and out, and they do not follow their peers through the gates.

This process being followed consistently is essential to allow us to safeguard our students effectively and to have accurate knowledge who is on site at any given time. This is crucial for allowing us to have an accurate record of who is in the building in the event of a fire.

When students should be on site

All sixth form students start their day at 8:30am and are required to be on site until break time (11am). At this point, students may leave the site and are not required to return until their next timetabled session. Of course, students are very welcome to stay on site and use the library or common room, and we encourage students to use their time outside of the classroom on homework, wider reading and revision. The common room closes at 3:30pm daily and the library closes at 5pm Monday-Thursday and 4:30pm Friday.

Students leaving site

Students in sixth form have greater freedoms than those lower down the school. Students are permitted to leave the site after 11am, and are not required to return until their next timetabled session. I'm mindful that as parents this may create some additional worry or concern in not knowing where your son or daughters is, particularly if you are not at home.

There are a number of measures you may consider to ensure your child's safety, from simple steps like asking them to text you when they get on the bus or get home, through to the use of location sharing apps such as Find my friends on IOS, Google Family for Android or the more comprehensive Life360 app.

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Principal: Mr Matthew Turton | Head of Sixth Form: Alaina Wood

We are not advocating the use of any of these measures, more recognising that these are concerns you may have.

I would also like to reassure you that, given our city centre location, all students have had a briefing from our local police community support officer on the known risks local to Nottingham city centre, and the options available to them for seeking support should it be needed.

Students missing lessons

Last summer's year 12 data snapshot showed that the average attendance for those who were projected A-A* grades was 97.5%. The average attendance for those who were projected E or U grades was 86.25%. We take attendance very seriously for a range of reasons, and so will contact you if your young person is missing lessons.

Our processes around students who miss lessons are as follows:

Where a student does not attend in the morning and we have not received any communication, we will send a text home to the number provided at enrolment as priority 1. If you would like to check the number that we have for you, please email the sixth form office baasixthform@bluecoat.uk.com.

Where a student has attended a lesson earlier in the day but does then not attend a subsequent lesson, we will take the following steps:

1. Check the classroom to make sure the student hasn't arrived
2. Contact the student to see where they are
3. Contact parents/carers

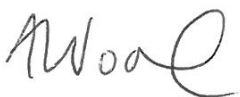
We will only contact parents/carers when we have been unable to locate the student following steps one and two. Parents/carers can access attendance data at any stage via the Go4Schools app or website and will always be contacted directly when we have wider attendance concerns.

The expected attendance for sixth form students is 95%. You can log in to Go4Schools to measure your child's attendance against this average. If you need any support in accessing Go4Schools, please contact the sixth form office using the email address above.

I would be grateful if you would support us by speaking to your son/daughter and emphasising the importance of not only signing in to the building and attending all lessons, but making effective use of their study time. For year 12 students, they will receive support around independent study during morning registration this half term.

Thank you for your continued support.

Yours faithfully



*Ms A Wood
Head of Sixth Form*