

April 2022

Dear Parents and Carers

### **Procedures for Signing In and Out and Entry to the College Site**

As you are aware, we take our duty of care in relation to the safeguarding of our students very seriously. With this in mind, we keep processes constantly under review, including taking into account parental feedback.

During Term 4, we have undertaken a review of our procedures for students signing in and out of the College during the school day and our procedures for allowing parent and carer access to the College site and seek to strengthen some of these.

Therefore, we ask that you do take the time to read the content of this letter carefully to avoid any confusion or upset moving forwards. This information has also been shared with our students and staff.

### **Student Signing In Procedures**

If your child arrives to school after 8.45am and the College gate is closed, they must ensure that they have signed in. If they do not do this, our register will indicate that they are absent and contact will be made with parents and carers. This could cause unnecessary worry for you.

Therefore, a student must report to our Student Services Reception immediately on arrival to school and we would be grateful if you could reiterate this with your child and remind them of why this is such an important procedure.

### **Student Signing Out Procedures**

Whilst we would ask that appointments are not routinely made during the school day, we do appreciate that there are times when this is unavoidable. Where there is a need for a student to leave the College site during the day, we must have notification of this from a parent or carer. There are a number of ways in which this can be done:

Send an email to: [absence@latimer.org.uk](mailto:absence@latimer.org.uk)

or

Send a text to 07444 851655

or

Ring the 24-hour absence answer line on 01536 720300

From the start of Term 5, a student will not be permitted to sign out without prior notification. Whilst we will do our best to try to contact a parent or carer, if we are unable to do this, a student will not be permitted to leave. Parents and carers do need to understand that should the College not have been made aware that a student has an appointment, this may result in a delay in them leaving.

***Please note that we will not accept a text message on a student's phone as notification.***

### **Access to the College Site**

As you are aware, we do not permit parents and carers to access the College site to drop off or collect their child at the start and end of the College day, unless there are exceptional circumstances. From Term 5, this will also now be applied during the College day.

The reason for implementing this change is so that we can limit the number of visitors entering the College site during the day and to ensure that the vehicle gates remain closed, and therefore the site secure, as much as possible.

Should you need to drop off your child because they are late or should you need to collect your child for an appointment, whilst you are welcome to confirm your arrival at the gates by pressing the intercom and speaking to the Visitors' Receptionist, you will be asked to remain at the gate. Students who have been authorised to sign out will exit via the pedestrian gate and can be picked up from there, unless there are exceptional circumstances, such as a student being too ill to walk to the gate.

We do appreciate those parents and carers who take to time to 'drop-off' forgotten items during the day, especially as this can often be at an inconvenience to you! However, this again means that we have additional visitors on site and we seek to reduce this. Therefore, we ask for your support in ensuring that your child organises themselves in advance for each school day. Organisational skills are a key employability factor and we have to encourage our students to develop these! We will continue to support this process for one off, exceptional circumstances, but will not permit the regular and routine dropping off of items for the same student.

Please note that if there is a reason for you to access the College site, for example if you have a planned meeting, and you are not familiar to the Visitors' Receptionist, this member of staff will seek to confirm your identity and/or reason for requiring entry through the gates, before access will be granted. We ask for your patience and understanding if this takes a few minutes.

We thank you in advance for your support with these procedures that are in place to safeguard all of our children.

Yours sincerely



**Ms S Hearne  
Principal**