

Dear Parent

We have revised the entry and exit times for all 6<sup>th</sup> for students to help with the flow of students and to also support them with there extra study periods.

Student may only enter or exit the building at the follow times -

- **8.45am for P1 or P2. Students must enter through the atrium. If the lesson is P2, they still need to enter at 8.45am and use P1 for independent learning. If a student has a lesson P1 only they cannot exit until 11.15 and must use this time for independent learning.**
- **Students are not allowed to enter the building before 8.45am unless there is an agreed reason for them to do so.**
- **11.15am entry time for students who have lessons P3 or P4. If students only have a lesson P4, they should use P3 for independent learning. If they only have a lesson P3 they cannot leave the building until 1.30pm and must use P4 for independent study,**
- **1.30pm entry time for P5 or P6. If students only have a lesson P6, they should use P5 for independent learning. If they only have a lesson P5 they must use P6 as independent study and leave at 4pm.**
- **4pm – Exit**

No student should be entering or exiting from the building via Reception unless they are leaving for an authorised reason e.g. medical appointment. Also students are not allowed out of the building during their break or inbetween lessons. They are only allowed out during lunchtimes.

All students will be issued a student card on Wednesday, they must swipe in and out every time they enter or exit the building this not only registers their attendance but helps us keep track of who is in the buidling for fire safety regulations.

Please let me know of any concerns or queries.

Yours sincerely

Dr J Moore  
Head of CUC6