



August 24th 2017

Dear Parent / Carer,

As you are aware, year 11 pupils are allowed off-site during the lunch hour. Pupils must have a lunch-pass issued by the school to give them permission to go off site. In order for a lunch pass to be issued, parents / carers must sign the permission slip below.

I would like to make you aware of the following requirements:

- Pupils must have this letter returned and signed before a lunch-pass can be issued
- Pupils must carry the lunch pass with them when off-site
- Pupils must sign out with a member of staff before leaving the school premises
- Pupils must sign back in on their return
- To support our healthy schools policy, pupils are not permitted to return to school with take away fast food.

Accurate registers are key for the safeguarding of our pupils and it is for this reason that it is essential that we follow the above procedures.

I would like to remind you of the following statements from our Home/School agreement:

- ***Be courteous and polite towards teachers and other pupils at all times.***
- ***Smoking (including e-cigarettes), alcohol, legal highs / taking of illegal substances is strictly prohibited during the school day, on school transport, on school trips and excursions and on your way to and from school.***
- ***Out of school, walking locally or with a school group, you must always remember that the school's reputation depends on the way you behave.***

In addition, pupils must be courteous and polite towards members of the public at all times.

Should pupils not follow the above requirements then the lunch pass will be removed for a period of time and permission to go off-site will not be given.

If you would like to discuss any of the above with a member of staff then please contact the school.

Yours sincerely

Mrs Elin Non Ennis
Acting Deputy Headteacher

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I give permission forto go off site-during the lunch hour.

Parent / carer signature:.....

I agree to follow the above requirements

Pupil signature:.....