

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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September 2017

Dear Parent/Carer

Student Identity Cards

In order to improve the security of the Academy premises and to safeguard students and staff all external doors on the site are locked at all times. Access to the buildings for both students and staff is via a swipe card system whereby students make use of their identity card. Exit from all buildings is via an internal door release button.

New identity cards will be created this week for all students using their most recent school photograph as means of identification. These cards will be issued to students with a lanyard at the earliest opportunity.

Once issued it is the expectation that all students will at all times, whilst on the school site, wear their identity card on their lanyard around their neck and therefore it is clearly visible. Staff have been expected to do so for a number of years. From the start of this academic year, it is also the expectation that all students also do so.

In order to improve safeguarding within the current climate it is now becoming the norm in schools, colleges and the workplace that it is compulsory for identity cards to be worn by all students/employees. Therefore, in addition to this helping to improve site safety it also prepares students for college and employment.

Should a student lose or damage their identity card there will be a small charge towards the cost of issuing a replacement card.

Can I also take this opportunity to remind you that all visitors upon arrival on site must report immediately to reception in order to sign in and to be issued with a visitor's badge.

Students will be made aware that the wearing of their identity card on their lanyard will be the expectation. All staff will regularly check that students maintain this aspect of the uniform code.

Thank you for your support in helping the Academy to maintain its very high expectations with regard to both site security and the uniform code.

Yours faithfully

Mrs B M Humphrey-Lewis

Assistant Headteacher