



6th September 2023

Dear Parent/Carer

Safeguarding at Sixth Form

A warm welcome to the start of the Autumn term and from the QEGS Sixth Form team.

We are excited and ready to begin a new academic year and we are looking forward to greeting our returning Year 13s and to welcoming our new Year 12 students. We have a full and varied half term ahead with activities planned to support our students with settling into Sixth Form life, planning for their futures, and making the most of the opportunities available to them. If you would like to keep up to date with these events, please take note of the Sixth Form section of the QEGS weekly bulletin; we will also use this forum to share any other updates and notices regarding Sixth Form throughout the year.

To ensure that we start the new term positively and safely, I am writing to inform you of some key information and processes around attendance, safeguarding and the arrangements for students leaving the school site.

As you may already be aware, studying at Sixth Form involves an increased level of independence, this is to ensure and support a positive and smooth transition into adult life and lifelong learning. It is also to provide students with the opportunity to find ways to manage their own time effectively and to adopt study habits that are tailored to their individual needs and preferences. As a result of this, we permit our Sixth Formers to sign out and leave the school site during the day; this can be for lunch or during an independent study period (a non-timetabled lesson).

Whilst we believe this is a positive feature of the Sixth Form offer here at QEGS, we need students and parents/carers to understand and to operate within our safety parameters, which are designed to ensure students remain safe, that risks are mitigated and that students use their study periods effectively. For this reason, we ask you to please read the information below and to complete and return the consent slip at the end of this letter.

How do we keep our Sixth Form (KS5) students safe?

- We follow the whole school safeguarding policy and protocols; when concerns are raised, they are responded to quickly and effectively by the Designated Safeguarding Lead, Head of Sixth Form and/or Deputy Head of Sixth Form.
- We record and monitor attendance rigorously and follow up absences quickly and effectively.
- There is a requirement for every student to be in tutor time at the start of the day/assembly to receive key messages and to allow for a face to face 'check in' with a member of the team.
- We have a strong and positive culture that promotes the building of relationships between staff, students and fellow students. This results in students feeling safe and able to talk to numerous members of staff if they have a concern.
- We share and promote KS5 safeguarding updates with students, staff, parents and visitors.
- Safety is a key feature of our KS5 PSHE programme and students take part in regular sessions, workshops and assemblies on online safety, drugs and alcohol, driving safely etc.
- Termly fire and run, hide, tell drills.
- We follow safer recruitment practices.
- We gain parental/carers consent from all parents regarding students leaving the site during the school day, as well as partaking in study leave.
- We have staff on duty before school/break/lunch/end of school.
- We ensure risk assessments are in place for any work placements or volunteering opportunities that students wish to partake in.



Why do we allow our students to leave site during the school day?

Our role as a post-16 provider is to ensure that our students are confident, prepared and equipped to transition into adulthood and lifelong learning. For us, a big part of this, is providing our students with the opportunity to practice and refine their ability to be self-motivated, disciplined and able to manage their own time effectively. Our study programmes are designed with this in mind, and we provide our students with a structure and an environment in which they can experiment with different ways of approaching their independent learning.

How do we monitor where Sixth Form students are in lesson/lunch/free periods?

In lessons = registers are completed by every teacher within the first 5 mins. The Sixth Form Administrators check the AM and PM roll call and will also follow up any missing AM or PM registers/marks immediately. This follow up involves calling home to ask why a student is absent (if we have not heard from the parent/carer already).

Lunch and study periods = students are mainly based in the common room, the outside space around the Sixth Form Centre, the (new) Boothby building, private study or the library on main site. They do have the option to leave the school site, however they are encouraged to study within the school site and to stay local if they do leave. **All students must sign out if they leave the site and sign back in upon return.**

How do students sign out if leaving during the school day?

This is all done using an **electronic system (Inventory)**, which has multiple signing in/out points across the school site (Sixth Form, Boothby, Main Site). This is checked and cross referenced by the Sixth Form admin team on a regular basis. **Permission from parents/carers (see the end of this letter) must be gained** before a student is allowed to leave the school site during the school day.

What happens if a student does not sign out before leaving the school site?

If we are made aware of any student not following the correct protocols, parents/carers are notified. As this is a breach of our safeguarding protocols, immediate sanctions will also be issued, and this may involve the privilege of being able to leave site being removed.

How we need parents to support our safeguarding procedures

- If your child is unwell, please ensure that you contact our Sixth Form administrators before 9am on their first day of absence. You can do this via phone on 01335 343685 and option 3.
- We ask that planned absences e.g. medical, dental appointments are made outside of lesson time, either during one of their non-timetabled lessons or after 3.30pm. If this cannot be avoided, we ask for evidence of the appointment.
- Driving lessons are not permitted during lesson time.

If you require any further information regarding these processes, please refer to our Sixth Form attendance booklet <https://www.queenelizabeths.derbyshire.sch.uk/wp-content/uploads/sites/5/2023/03/Booklet-KS5-Attendance.pdf>

If you wish to discuss anything mentioned in this letter or if you have any further queries regarding Sixth Form, please do not hesitate to get in touch either with myself or Mr Walker (Deputy Head of Sixth Form).

We wish all our students the very best as they start the new academic year.

Yours faithfully

Mrs L Allen
Head of Sixth Form



Parent/Carers permission for Sixth Form student to leave the school site during the school day

Parent/Carer Name: _____

Child name: _____

Child year group: _____

- ☐ I have read and understood the contents of this letter and I am aware of the signing in and out arrangements in place at QEGS Sixth Form.
- ☐ I **do consent** to my child leaving the school site during the school day.
- ☐ If providing consent, I understand that my child is expected to follow the electronic signing in and out procedures that are in place. I also understand that sanctions will be applied, should my child not follow these procedures and the privilege of leaving the school site may be removed.
- ☐ I **do not consent** to my child leaving the school site during the school day.

Date: _____

Parent/Carer Signature: _____