



Fulford School

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Headteacher: Ms. L. Savage, BA, NPQH
Deputies: Mr D. Bodey BSc, Mr. T. Johnson, BA

11th November 2016

Dear sixth form students and parents of sixth form students

During this week, all Year 12 and 13 students will be given ID cards in addition to a sixth form lanyard. **Students will be expected to wear their lanyard along with their ID card at all times when on the school site.**

We are launching this system to ensure the safeguarding of all students. In our lower school, students are identified by their school uniform; however, in the sixth form we do not have a school uniform. The wearing of lanyards and ID cards will enable us to clearly identify our sixth form students and, crucially, anyone who should not be on site. All staff and visitors wear lanyards and ID badges and the majority of sixth form schools and colleges across the country are now adopting this system.

The ID card will show the student's name, photograph, exam number and an emergency contact number and they will initially simply be used to identify our students around school and in exams. As time progresses, the ID cards will have more and more practical uses. It is the intention that they will be used for cashless catering, photocopying and swiping in and out of the site.

During the first week of the launch if students are not wearing their ID cards and lanyards they will be given a verbal warning and issued a temporary card. This is to allow some take up time for the new system to become 'the norm'. After this, the following sanctions will be applied if students are on site without wearing their ID card and lanyard:-

1. **Students not wearing their ID card and lanyard will be given a verbal warning and issued a temporary card**
2. **Students not wearing their ID card and lanyard will be issued a temporary card and parents will be contacted**
3. **Students not wearing their ID card and lanyard will not be permitted to remain on site until they can present their ID card and lanyard**

This 3 stage process will be re-set each half term.

Thank you for your cooperation in supporting this system and ensuring the security of our school environment.

Kind regards

Tim Morris
Director of Sixth Form/Assistant Headteacher