

19 November 2020

Dear Parent/Carer,

I am writing to you to inform you that next Wednesday, November 25th, students will be issued with an ID badge on a lanyard as a new safeguarding measure. Wearing these correctly and visibly will be compulsory. The ID badges will also replace the signing in/out sheets as the badge will enable students to 'tap' in/out. It is of the upmost importance that students always remember to sign in and out using their ID badge for safeguarding purposes. Below is a copy of the information that students will get on receipt of their ID badge, I would be grateful if you could reinforce this with them.

- ▶ Primary purpose of ID badge is that it identifies you (in the absence of uniform as a TBA student). For safeguarding purposes it **must** be worn and visible using lanyard.
- ▶ You will also use it to sign in/sign out. The first 'tap' of the day confirms you are in, the second will be a sign out, the third a sign in... Therefore you must tap in even on your way to registration or it will be out of sync.
- ▶ It will replace sign in/out sheets at reception and it is of paramount importance that you do it for safeguarding reasons. In the event of a fire we need to know who is here. It could save your life.
- ▶ Attendance to registration and lessons remains the same and registers will be completed as normal. **Getting a lesson mark does not replace the need to tap in.**
- ▶ Sign in/out by tapping your ID card on surface on the left of the Ipad then press continue.
- ▶ At times (particularly before registration) there will be a lot of people needing to tap in at once. Please try to avoid crowding reception and only approach the Ipad in small groups.
- ▶ You will also be able to use your ID badge to sign in to printers.
- ▶ Look after your badge, they are compulsory and if you lose it **you will be required to pay for a replacement.**

Thank you, in advance for your support in this matter.


Kind regards,

Dean Taafe

Head of Sixth Form

Principal: Mr Mark Avoth

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