



Alsager Sixth Form College

## OFF SITE ARRANGEMENTS FOR SIXTH FORM STUDENTS

Prepared July 2021  
by Alison Pole, Director of Sixth Form College

Presented for approval  
to the Curriculum & Personnel Committee  
on 8/9/21 and subsequently approved and adopted on the same  
date.

Committee Chair: Mrs Joyce Halsall

Signature:

A handwritten signature in black ink, appearing to read 'Joyce Halsall', written over a light grey horizontal line.

Date: 08/09/21

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1. Signing in and out of the building at the start and the end of the school day (8.40am and 3.10pm)

Sixth Form students need to sign in on arrival to school using the card reader system situated in the main entrance in front of the door to PE3 or in the entrance to The Purcell Building. It is essential that students adhere to this procedure as the electronic sign in system informs us as to who is present on site and serves as the register in the event of an emergency evacuation.

2. Signing in after the school day has started

In year 13 students may arrive after the start of the school day, for example if they do not have a lesson period 1. If a student arrives at school after the start of the school day they need to sign in using the touch screen which is situated next to the reception desk. Students will have to give a reason for their later arrival to school

3. Signing out and back in during the school day (including going off site for lunch)

Year 13 students are also allowed to leave the site during the day and should also sign out using the touch screen system next to the reception desk where they will be able to give a reason for leaving the site. If they return to school later in the day they should also use this system to sign back in

4. Year 12 students

Year 12 are only permitted to leave the site if they have an appointment scheduled during the school day (e.g dentist or medical). They should also use the touch screen system to say why they are leaving the building early as well as letting Mrs Pass know why they are leaving the site.

5. Responsibility for students whilst off site

If 6<sup>th</sup> formers leave the school site at all during the school day during the period that they are off site they are not within the care/control of the school and will be responsible for their own actions.

6. Use of Independent study periods

Independent Study periods are incorporated into the timetable to allow for study, revision and independent research. These timetabled periods are registered and unauthorised absence will be followed up. During years 12 and 13 students are encouraged to develop their own time management and organisation in order to prepare them for Higher Education and employment. The most successful students use their study periods effectively by either working at home or by studying in the Sixth Form area or LRC. Where students are not making expected progress the option to leave the site will be withdrawn and students will be required to sign in and study in a supervised area during all of their non contact periods.