



# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

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**Monday 26<sup>th</sup> March 2018**

Dear Parent(s)/Carer(s)

Following on from a letter sent in October, I am writing to seek your support again in relation to an issue which is still of concern to us. Unfortunately a number of students and parents continue to breach our safeguarding/fire evacuation procedures.

If your son/daughter needs to leave the school site during the day (for example, for a medical appointment), then one of the following protocols must be adhered to:

- The student must present a parental note from home to my colleagues in the main school office upon leaving the site.
- Or, a parent/carer should contact the school, in advance, informing us of the medical appointment.

In both instances, students are required to 'sign out' upon leaving the site at the main reception. This applies to all students from Year 7 to Year 13. Sixth Formers in most instances will have completed a 'Leave of Absence Form' available in the 6<sup>th</sup> Form Centre, but they still need to 'sign out' over in the main reception area. This process does not apply to Sixth Formers who are leaving the school site permanently after afternoon registration; for this, they know they need to sign out in the 6<sup>th</sup> Form Centre.

If neither of the above points are adhered to, then the student concerned will not be permitted to leave the site until a parent/carer has come to the main reception to collect them. Over the coming weeks we will also be tightening our security on the school site, which means that students will be unable to leave the school site, unless they are given express permission by the main school office (by following the process above).

I am sure you will support us by following the procedures outlined in this letter. All students will be reminded of their responsibilities in Form Tutor time over the coming week. If you have any questions, please do not hesitate to contact me at the school.

Yours sincerely,

Mr R Bell

**Deputy Head and Director of Sixth Form**