



Guru Nanak Sikh Academy

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Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

26 April 2024

Dear Parent / Carer,

RE: Sixth Form Signing in / Out of School - Updated Procedures

As you are aware our Sixth Form students are allowed to come to school in smart casual wear. This makes it difficult to distinguish between our Sixth Form students and other visitors to the school. We will be implementing a new signing in / out system in our new Reception area by the secondary pedestrian entry gate nearest the building for all Sixth Form students.

The following will be enforced from Monday 29th April 2024:

- Students must arrive by 7:50am and register with their Form Tutor at 8:00am; **all Sixth Form students must sign in** at the main Reception inside the school building
- Students must wear their ID Lanyard on them before entering school premises; the ID Card must be worn and be visible at all times
- Students are not to sign out for lunch before 12:40pm
- Students returning from outside after lunch for their Period 6 **or** Period 7 lesson **must all sign back in by 1:15pm**. In the case of private study lesson Period 6 students should remain in the Sixth Form common room and register with the Sixth Form Administrator
- Students must remove their outdoor coat/jacket before entering school premises and place them in their bag or pigeonholes in the Sixth Form area - the outer coat/jacket must not be worn around the building.

We will be monitoring the arrival of all students each morning and implementing the following:

Sixth Form students arriving after 8:00am will sign in with a member of staff at our new Reception by the Secondary pedestrian gate. They must use their ID Card to sign in. Students who DO NOT have their ID Lanyard on them will be sent home to collect it. We will make a phone call to inform you if your son/daughter has been sent home.

We hope we will have your full cooperation in this matter. Please explain to your son/daughter the seriousness of these rules and that the rules are to safeguard them and the school. We would like our Sixth Form students to be role models and lead by example for all our students.

Should you have any queries, please do not hesitate to contact the school office.

Yours faithfully

Mrs C Wilson
Assistant Principal - Post 16