

Sixth Form students: Off-site activities guidance

Post-16 students in Year 12 and 13 are permitted to be off the school site during the school day at allocated times. This is to offer more flexibility and responsibility to students as they prepare for independent life after leaving school. However, safeguarding remains the top priority and so the following guidance is in place to ensure that students and staff are clear about procedures and expectations:

Student ID badges

All sixth form students have a school ID badge that allows them access to and from the site. These must be worn at all times to identify students who attend Sandringham. Students from our consortium schools (Beaumont and Verulam) have similar ID badges to identify them on site.

Lunchtime

Students have the option to leave the school site to take their lunch break elsewhere. They must sign out on the specific 'Lunchtime sign out/in list' if they choose to do this and are due to return to school for session 5. Food purchased from shops or take-away outlets cannot be brought back onto the school premises.

Study sessions

All students will have supervised study sessions allocated on their timetable where they must sign into a study session to be taken at school. All study sessions must be attended within the 6th form block. If a student would like to study elsewhere, such as in the Art block or the LRC, they must ask the Learning Mentor who will decide alongside staff in the other areas, depending on the space available and the supervision required.

Free sessions

Where there are lesson sessions not allocated, these are 'free' sessions and students can leave site for these sessions to study at home if they wish. Students do not need to sign out of school for these, it is assumed that they are not on site. If they choose to study in school during a free session, they must sign in with the Learning Mentor.

Activities within the school day

In all free sessions which are taken off site, students should not arrange any other activities, such as driving lessons or part-time work. Staff can ask for students to attend school in the free sessions with no notice if there is work to complete or concerns about progress or well-being. There may also be a long-term arrangement to bring a student into school for all sessions.

Conduct off site

If a student is off-site during the school day, they are expected to conduct themselves in line with the same high expectations and behaviour as required by all school policies.