

## **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. If a student has a lesson/in-school activity session 5 and is not able to return for any reason then they must sign out. 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 in using the electronic tablets. If a student is unable to sign in for any reason then they should speak with a learning mentor who can manually adjust the register. Timetabled study sessions, whether in Sixth Form or another classroom in school, are compulsory. If a student would like to study elsewhere, such as in Art or Music, they must ask the Learning Mentor who will decide 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. This time is to be used for study at home during the normal school day (8.30am - 3.05pm). 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 all/part of the school day, they are expected to conduct themselves in line with the same high expectations and behaviour as required by all school policies.

### **Leaving site at the end of the day:**

Students are allowed to be on school site until **5.30pm** each day, unless taking part in a planned, supervised school event. After this time, students should not be in school and can be asked to leave. To ensure the **safeguarding** of each student, we cannot accommodate them on site after this time. Should students require access to additional resources in school, they should speak with a member of the Sixth Form team and/or subject teachers.