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Head: Jane Partridge

13 February 2020

Dear Parent

All students in the Sixth Form were provided with lanyards and swipe cards earlier on this academic year. The expectation is that all students must wear their lanyards with their swipe cards so that they are clearly visible.

The swipe cards provide a dual purpose of both being a means of identifying the students as members of NTC when they move around the school and for keeping record of their attendance, as they should be swiping in and out from school whenever they enter the building or leave it.

Being recognised as members of NTC is an important aspect of our safe guarding policy, hence the need for the lanyard and swipe card to be visible to staff and other students.

We have recently undertaken an audit of which students have or do not have their lanyards and swipe cards and have provided replacements, at cost to us, for all those without them. We will not be replacing them again and should your son or daughter lose or misplace them, then they will be expected to pay £3 for a replacement.

After half term, all Sixth Form students must wear their lanyards and cards as directed; failure to do so will result in your son/ daughter being sent home.

We ask that you discuss the contents of this letter with your son/ daughter to reinforce the seriousness of failure to display their swipe card at all times.

Thank you for your support.

Yours sincerely



Ms LA Donaldson

KS5 Manager

Assistant Headteacher