



Penryn
College

Achieving through Challenge

September 2016

Dear Parent/Carer(s)

It is wonderful that so many of our students take the opportunity to study before or after school, whether it be as part of an organised Study Support Club or working independently. We know that you would want us to ensure that they are safe and supervised at all times when at school. We would therefore like to take this opportunity to remind you that the school is open from 8.15am to 3.30pm, unless your child is part of a structured activity.

If for good reason your child needs to arrive at school before 8.15am, or remain after 3.30pm, we would ask you to advise us of this. All requests should be put in writing to the Mr. Harvey, assistant Head Teacher. If we are able to accommodate this request, then your child will be issued with a pass for the year. All students at school before 8.15am or after 3.30pm will be expected to work in either the Street or in the canteen, where they will be able to study independently and can be supervised by an experienced member of staff. The students will be required to sign in at reception.

Finally, students attending evening community clubs should not remain on site after school hours for reasons of health and safety.

Yours faithfully

J Harvey

John Harvey
Assistant Head Teacher

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Please return this form to reception.

Date: _____

Student's Name: _____

Tutor Group: _____

I would like my child to be able to: (please tick as appropriate)

Arrive at school before 8.15am

Remain at school after 3.30pm

Signed: _____

Print Name: _____

Before and After School Passes



Head Teacher: Marie Hunter

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