



Bassingbourn Village College

South End, Bassingbourn, Royston, Hertfordshire SG8 5NJ

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Bassingbourn Village College is a company limited by guarantee registered in

England and Wales with registered no : 7729237

Registered office: South End, Bassingbourn, Royston, Herts, SG8 5NJ

**Mr D Cooper
Principal**

6th September 2016

Year 11 students

Dear Parent/Carer

As you may already be aware, Year 11 are given the privilege of going into the village for lunch. Obviously, they are representing the school and we expect excellent behaviour as well as smart and correct uniform. We do require your permission to allow your son/daughter off site at lunchtime. Please could I ask you to complete the slip below and send it back to your child's form tutor by **Friday 9th September 2016**. They will not be allowed off site on Monday 12th September until we receive your permission.

We do, however, reserve the right to withdraw this privilege to either the whole year group or individuals if we find they do not shoulder the responsibilities of being out at lunchtime. This includes those students who are not up to date with their work or fall below their target grades on progress checks (these students will be expected to remain in college to catch up on missing work). I therefore ask that the attached code of conduct is signed by yourself and your son/daughter.

Yours sincerely

Miss V Poulter
Vice Principal

vpoulter@bassingbournvc.net

✂.....

Name of Student **TG**

I do/do not give permission for

Tutor Groupto go into the village at lunchtime during Year 11.

I understand that this permission can be withdrawn by either the College if the student does not adhere to the attached code of conduct

Signature of Parent/Carer

Year 11 Code of conduct for going into the village at lunchtime

I understand that it is a privilege to be allowed off site at lunchtime and therefore agree to the following:

- To wear my uniform correctly both in school and off site
- To treat all members of the public with respect
- To put my litter in a bin
- To sign out at the start of lunchtime and back in if returning before the end of lunch
- To arrive back in school on time for afternoon lessons
- To meet deadlines and keep up to date with my school work
- To attend extra learning sessions as required
- To meet all the requirements of the Expectations for Learning policy

I understand if this is not adhered to I will not be allowed off site for a period of time and I may be asked to use this time for catch up work.

Students Signature _____

Parents Signature _____

Date _____

Tutor group _____