Dear parent/carer

For the last two weeks of college, starting Tuesday 27th June, we will be fully activating the new turnstiles in the main entrance to college. These are in place to safeguard our students, staff and the college environment, allowing only college students and staff to enter the building.

**No lanyard, no entry policy**

**If students forget their lanyard, they will not be permitted to enter the building and will be required to return home.  College bus drivers have been told not to let anyone on the bus without a lanyard, so students are not stranded at college.  If a student has lost their lanyard, a replacement can be purchased, at the cost of £3.50 via Wisepay. We highly recommend that they work their own ‘lanyard-check’ into their morning routine to avoid this. If a student is in receipt of the college bursary and requires a replacement. they will be given a total of two free ID passes during their two-year study, after that point payment will be required, please ask at reception.**

**Safeguarding - If a student arrives at college without their lanyard and they need to speak with a safeguarding person, they are advised to alert reception to this, and a member of the safeguarding team will see them.**

**Learning support and/or wellbeing - If a student experiences difficulty planning independent/unexpected travel as a result of their support need, they should speak to reception to alert a member of the learning support team.**

**If you have any concerns about how this will affect your young person, please let us know so that we can support them before the start date.**

**Using the Turnstiles**

Students and staff gain access to the college building by tapping their ID card against a turnstile. Next to the turnstiles are glass-gate entrances for those who are not able to use the walk-through turnstiles. These are also unlocked by tapping the ID card. If students have any problems using them, we ask that they talk to a member of staff.

If students lose\have lost their ID card, they need to speak to Nicola Kirby in MIS, who will be happy to issue them with a new one**.**Issuing replacement cards automatically deactivates the lost ID card.

We will review how this pilot use of the turnstiles is working and seek your feedback on this.

Thank you for your support in keeping our college safe.

Best wishes

Michelle