



24th August 2023
PMa/SSn

Dear Parents/Carers,

Re: Door Entry Fob – 6th Form

The school pedestrian entrance gate is operated on a fob entry/exit system. To enable Sixth Form students to exit when necessary, we would like to issue them each with a fob. The issue of the fob will be free of charge, however due to the cost associated with replacing a lost or broken fob, we will require a £10.00 deposit. If the fob does require replacement during the time your child has it, we will use the £10.00 deposit and an additional deposit will be required before the new fob can be issued.

The fob will enable the student to leave school during break or lunchtime without express permission from senior school leaders or myself.

Students are expected to use their fobs sensibly and for themselves only. Students will have their fobs deactivated if any misconduct is found, this includes but is not limited to:

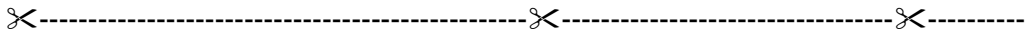
- Arriving late to lessons.
- Attendance falling below 96% without medical evidence.
- Giving access to students who do not have permission to leave the school site, those both in Sixth Form and lower school.
- Allowing anyone else other than themselves to use their fob on their behalf.
- Not following the expectations of the Sixth Form team.
- Leaving site at any time other than break or lunch without permission being granted from the sixth form team.

Should you wish your child to be issued with a fob, please could you return the attached slip with a deposit payment of £10.00 cash. Please ensure the £10.00 is in an envelope with the student's name. The deposit will be refunded to the student at the end of the year when they hand their fob back to the Finance Office.

Yours sincerely,

Mr P Maisey
Director of 6th Form





To: Finance Office – The Malling School

Name:

Form:

I enclose £10.00 cash and agree to this charge should my child lose or break their gate entry fob.

I give permission for my child to leave school premises during break/lunchtime.

Parent/Carer:

Date: _____

