



MDB/LMD 4th September 2020

Dear Parents/Carers

From September 2020, we will be using a new electronic sign in system at school. This system will not replace normal registration (although this will now be in the afternoon) or the registers taken within lessons, but will replace the QR codes and signing out folders that have been used previously. As Sixth Form students will only be required in school for lessons and supervised study periods, correct use of the app will be essential. We must have accurate records of who is on site at any point for health and safety reasons.

Students will set up the app during form time on Monday morning. They will receive an email to their school email address which will contain a link to download an app onto their smartphone. They should follow the instructions to download this app and set it up. They will receive a 5-digit code that will be required to link the app to the school system. Students who do not have a smartphone will be able to sign in and out at main school reception.

Students will need to sign in and out at specific times. They must sign in when they arrive at school. Students will need to sign out if they are leaving the site at lunchtime (and must sign back in when they return). They must also sign out if they are leaving because they have no lessons (unless it is the end of the normal school day, i.e. 3.10pm for Year 12 and 4pm for Year 13, in which case there is no need to sign out). They will also need to sign in and out using the app if they are attending any appointments during the school day (advanced notice should be sent to the school by email to sixthformregistration@saintolaves.net).

As it is so important that we have accurate records of who is on site, there will be appropriate sanctions for any student found to not be signing in and out correctly. Students should be aware that the app will only allow them to sign in and out when they are on the school site.

If a student should have any difficulty in downloading or using the app, they should email me (mbirtchnell@saintolaves.net).

Yours sincerely

M Birtchnell
Assistant Headteacher, Director of Sixth Form