

24<sup>th</sup> November 2025

## Important Update: Digital Consent for Student Off-Site Privileges

Dear Parents and Carers,

We are writing to inform you of an important update regarding the management of student permissions to leave the school site during the school day. To ensure we have the most accurate and up-to-date records for student safety, we are moving the following two permissions onto our digital platform Arbor.

1. **Permission to Leave School Grounds (Break/Lunch):** Allows students to leave the premises during break and lunchtime (on foot).
2. **Permission for Approved Home Study:** Allows students to leave at lunch for home study if they have Free Periods 4 & 5.

### Action Required:

To continue enjoying these off-site privileges, we require all parents/guardians to review and resubmit their consent for both permissions **digitally via the Arbor Parent Portal or App**.

The absolute deadline for submitting these consents is: **Friday 28th November**.

**Crucially, any student who does not have digital consent recorded in Arbor by the end of Friday 28th November, will automatically have their off-site privilege revoked** and will be required to remain on school grounds for the duration of the school day.

We ask that you complete this action as soon as possible to avoid any disruption to your child's routine.

### How to Provide Consent via Arbor

1. Log into your **Arbor Parent Portal** or App.
2. Navigate to the **Notices** section.
3. You will see two specific consent requests:
  - **Permission to Leave School Grounds**
  - **Permission to Study at Home**
4. Please read the details of each permission and select '**Give Consent**' or '**Withdraw Consent**' as appropriate for your child.

If you have any difficulties accessing the Arbor portal, please contact the school office.

Yours sincerely,

Mrs Wallington  
Assistant Headteacher - Sixth Form

