



Beaumont School

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15 June 2020

Dear Parent/Carer

On Friday 26 June 2020 we will be holding a clearance day during which students are required to return any outstanding textbooks, locker keys and library books. On this day, any student that is intending on joining our Sixth Form will also need to have a photograph taken so that we can update our records with a more recent photograph and for the purposes of creating an ID card which all Sixth Form students must have. If a student is not intending to join our Sixth Form, it is not essential that they are the individual who returns outstanding items. In order to gather the required information from students prior to this event, we have issued a Clearance Form via the Year 11 form google classrooms, please can I ask that you let your son / daughter know that this is a requirement and encourage them to complete it as soon as possible.

To keep numbers of people on the school site to a minimum we will be allowing each form group on site at an allocated time. The returns will be accepted outside with a one way system and with social distancing in place. This will be supervised at all times. The only entrance is via Austen Way, please stick to the footpath if you are walking. In the interests of safety, please only return items at the arranged location. On arrival, you will be directed to a gazebo outside of the main reception area, boxes will be provided for the return of each item. Students will then have their photograph taken if required.

The timings for returns are as follows:

Form	Time slot
L	08:40 - 09:40
E	09:40 - 10:40
A	10:40 - 11:40
R	12:00 - 13:00
N	13:25 - 14.25
S	14:25 - 15.25

Can we request that only one family member accompanies each student if necessary. If you have any issues with returning outstanding items on this day please email admin@beaumont.school RE: Clearance and Photographs.

Yours sincerely

Miss N Moody
Head of Year 11

