



19 September 2025

Dear Parents and Carers,

Sixth Form Off-Site Policy 2025-2026

We operate an off-site policy in the sixth form: this allows students to leave the site when they are not required for a timetabled lesson. Timetabled lessons include; subject lessons, PSHE, enrichment and study periods. Students should also be in tutor time from Monday to Thursday which falls between 10.50-11.15am, with the only exception being if they have an organised weekly work experience placement as part of their course.

Students will have a small number of non timetabled lessons, in which we allow them to leave site for. This enables students who prefer to work independently to continue their studies at home or carry out research based work. This provision relies on the students being responsible for themselves when not in registered school activities. However, should we find that students are not adhering to the Sixth Form Learning Contract, this provision could be withdrawn and more supervised study sessions put in place on site.

In order to leave site throughout the day, students will have a lanyard that opens the main gate. We ask that students only let themselves in and out and this is essential for safeguarding within our school. Should a student misplace or forget their lanyard, a spare can be collected from school reception. We ask that spares are returned to reception on the same day before leaving site.

I would be grateful if you could complete the attached reply slip to confirm that you are aware of this policy and consent to your son/daughter leaving the school site during the day.

Yours Sincerely

Laura Milsom
Director of Personal Development and Sixth Form

I confirm that I am aware of the Sixth Form Off-site Policy and agree to my son/daughter being responsible for themselves when off-site and not in registered school activities.

Student name:	
Tutor Group:	
Parent/Carer signature:	
Date:	

Please return this slip to Mrs Gibbs by Friday, 5 September 2025

Head of Sixth Form: Mrs Laura Milsom
Exeter Road, Teignmouth, Devon, TQ14 9HZ
Tel: 01626 774091 Visit: www.tcs6.co.uk

