



Dear Sixth Form Parents and Guardians,

Registration at the Bell Room

This message is for parents of boys who have:

- a study period in their timetable for period 6 (the period immediately after lunch) on Monday, Wednesday or Friday
- a study period for period 1 on a Saturday

The school has an obligation to keep accurate registers which, as a bare minimum, must be taken once at the start of the day, and once at the start of the afternoon session. This is partly in relation to recent government guidance on [Children Missing Education](#), but also part of our duty of care to you as parents to know where your boys are during the school day.

Boys in the categories above **must** register at the Bell Room at the start of their study period. Because of the importance of this, we issue a conduct warning if a boy fails or forgets to do this.

Why is it important?

The reason why the afternoon registration is of such importance is that if a boy does not register then, after a long lunch break, it leaves a significant space of time where the whereabouts of the boy are unknown. If we need to get an urgent message to the boy, or if some other emergency situation arose, hours (or potentially the whole afternoon) might go by where communication could be negatively impacted.

Why the Bell Room only?

On weekdays, sign-in always takes place immediately after an assembly or chapel, so all boys pass by the Bell Room. It is a central location on the school site and is always staffed. Unfortunately, we cannot have multiple sign-in points, in part because our registration system doesn't allow it. When there is only one registration point and all boys need to present themselves there, then the system is clearer and there is consistency will be maintained.

Why a conduct warning?

We understand that a conduct warning may seem a bit harsh, particularly when a student has not left the school site and simply forgot to sign-in. The difficulty is that with over 1100 boys at the school, it makes dealing with each individual non-registration on its own logistically very hard. We think a conduct warning is the right level of response to underscore the seriousness of the issue. A conduct warning is just that – a warning. Warnings only result in more significant sanctions when they begin to accumulate.

The boys will receive this explanation via their Tutor. Please see the [Sixth Form Private Study Policy](#) for further reference. We are of course aware that other schools have different procedures around registration, but because it is our school's policy that boys should be on site and learning during their non-contact periods, this is the solution we feel is best and we appreciate your support with this.

Thank you for your understanding. If you have any questions or would like to discuss further, please feel free to get in touch either with me directly, or your son's Tutor or Housemaster.

Kind regards,

A handwritten signature in cursive script that reads "Daniel Koch". The signature is contained within a thin black rectangular border.

Daniel Koch
Vice Master