



ST GEORGE'S SCHOOL

Miss Helen Barton MA
Headmistress

June 2018

Dear Parents/Guardians

Sixth Form Subs and ID Cards – 2018/2020

Each year we ask students joining our Sixth Form to contribute towards the Sixth Form Fund. This money is spent throughout the year on various things, eg charitable donations, subsidising Sixth Form events and contributing towards the upkeep and development of the Sixth Form area of the School. This year we are asking for a contribution of £35 to cover their 2 years of Sixth Form.

All Sixth Form students are issued with a Sixth Form Photo ID Card, which is an extremely important part of the School's safeguarding, as well as a card holder and lanyard. This Card is used during examinations and **must be visibly worn at all times in School**. We require that a £5.00 deposit is made before the start of Year 12, which will be returned at the end of Year 13, when your son/daughter's Photo ID Card, card holder and lanyard are returned. Initially, students will be issued with a temporary Sixth Form ID Card which will subsequently be exchanged for a Photo ID Card.

Please be aware that, once issued, should your son/daughter arrive in School without their temporary ID Card or, once exchanged, their Photo ID Card, they will have the following two options:

1. Obtain a temporary Day ID Card from the Sixth Form Office. This will be issued on receipt of a **£2.00 cash deposit**, which will be refunded at the end of the day in exchange for the return of the temporary Day ID Card.
2. With permission from Mrs Priestland or Heads of House, return home to obtain their official temporary ID Card or Photo ID Card. Students must sign out at the Aim Higher Reception if leaving the site for this purpose.

If a student loses their temporary ID Card or Photo ID Card they must obtain a temporary Day ID Card from the Sixth Form Office (£2.00 cash deposit is required). Students **must**, without undue delay, purchase a replacement temporary ID Card or Photo ID Card from the School House at a cost of £5.00. Replacement lanyards and card holders are available to purchase from the School Shop.

The total payment for both the Sixth Form Subs and ID Card is therefore **£40.00** and must reach our Finance Office no later than **MONDAY, 3RD SEPTEMBER 2018**. The payment must be made by ParentPay. If you need any assistance with this, please do not hesitate to contact our Finance Office on financeoffice@stgeorges.herts.sch.uk.

Thank you very much for your co-operation.

Kind regards

S Priestland (Mrs)
Director of Sixth Form Education

