



# MILLOM SCHOOL

Headteacher: Mr M D Savidge

ref: sst/directoroflearning/lunchpasses

16 June 2020

Dear Parent/Carer(s)

## Re: Lunchtime Passes

I am writing to remind you of the school's policy regarding the issuing of lunchtime passes. As a school we would like children in Years 7, 8, 9 and 10 to remain in school during the lunch break, however if there are special circumstances which means you would like your child to be collected each lunchtime to go home for lunch the steps below need to be followed before a pass could be issued:

- Step 1** A letter or email is required from parents requesting a lunchpass.
- Step 2** Parental letter to be returned to the School Office/Admin Assistant.
- Step 3** A decision will be made by Mr Eaton as to whether permission will be granted.
- Step 4** A contractual letter will be issued for parents to sign.
- Step 5** Signed contract to be returned to the School Office/Admin Assistant.
- Step 6** Lunchpass issued to student.

**AT NO POINT SHOULD STUDENTS BE WANDERING AROUND TOWN.**

If you would like your child to go home at lunchtime from September please could you send a letter or email, with the reason, to school **no later than Friday 10 July 2020**. **Letters or email received after this date will not be processed for starting in September.**

The email address to use is at the bottom of this letter.

Thank you for your support and co-operation. If you have any questions or concerns over this please contact me via the email below school.

Yours faithfully



N Eaton  
Assistant Headteacher

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