

The BRIT School

Identity Card Policy 2018-2019

Purposes of wearing the Student ID badge

The BRIT School Identity & Access Card (ID) badges allow anyone on the BRIT School campus to quickly confirm that an individual belongs on the school's site/campus. Each student is issued with a BRIT ID card at the start of the academic year.

Wearing the ID badge visibly around the neck on a lanyard at all times is part of the school's safeguarding and behaviour policies. It is only appropriate that the ID badge is temporarily removed during certain lessons/activities, e.g. dance classes.

Students must wear their ID card around their neck **using the provided lanyard** and it must be **clearly visible at all times** whilst **anywhere** on the school site/campus **before, during and after school**. Failure to comply breaks the conditions of The BRIT School Student Agreement.

Lanyards are provided by Reception when ID badges are issued. KS4 students are required to use the red lanyards and P16 students are required to use the blue lanyards.

Students must also have the card in their possession at all times as it allows access to important areas of the school, borrow books from the library and borrow equipment from departments.

Students not in possession of/wearing an ID card at school

If a student fails to bring their identification to school they must purchase a new one from Reception before attending any lessons. A charge of £5 will be levied to cover the cost of production. Parents of students will be invoiced for students requiring a new card, but without funds. P16 students who do not have funds to purchase a new card may be allowed to return home to collect their card. This must be authorised through the attendance officer and pastoral team.

The replacement of ID badges is recorded on Progresso by the member of Student Services issuing the replacement ID badge and the tutor is informed. Repeated failure to attend school with an ID badge will be addressed through the procedures of the Discipline Structure in the Behaviour Policy.

If a student is not wearing an ID badge, this must be recorded on Progresso by the member of staff raising the concern. Students that repeatedly fail to ensure they are wearing an ID badge will be addressed through the procedures of the Discipline Structure in the Behaviour Policy. This may escalate from tutor to a senior member of staff and actions must be recorded on Progresso at each stage. The following discipline procedures also relate to failure to have/wear ID badges:

- Warning (only at the beginning of the school year)
- First incident: Parent notification and tutor detention (KS4).

Document Control

Title: **The BRIT School Identity Card Policy V1**
Author: **Ray Oudkerk (Assistant Principal)**
Version: **1.0**

Issue Date: **01/10/2018**
Review Date: **01/09/2019**

- Two or more incidents: Progressive application of the Discipline Stages and including (but not limited to) the following actions: parent meeting, reflection sheet, Wednesday after school detention (KS4), etc. Repeat failure to attend school with an ID badge or to wear an ID badge as required is a serious behaviour concern and is addressed accordingly.

Care of the ID card

It is expected that proper care be given to the ID badge. All ID badges remain the property of The BRIT School. Defacing, damaging, or destroying a school issued ID badge, other than normal wear and tear, is considered “property damage” or “vandalism” and subject to discipline procedures through the Discipline Structure in the Behaviour Policy. Any ID badge that is deemed unrecognisable must be replaced at cost to the student.

If an ID badge is found, it should be returned to Reception.