



Queen Elizabeth II High School



Douglas Road, Peel, Isle of Man IM5 1RD

Tel: (01624) 841000 Email: qe2enquiries@sch.im

Headteacher: Mrs. C. Clarke

Years 10 and 11 Lunch Pass Application

Dear Parent/Carer,

As part of our safeguarding procedures, it is essential that we are able to account for our students' whereabouts within the school day, including at lunchtimes.

For these reasons we issue a lunch pass to each student who has parental permission to leave school during the lunchtime period.

If you wish for your child to leave school at lunchtime **every day at 12.45pm, not returning to school before 1.30pm**, please complete and return the reply slip below. Lunch passes must be renewed each academic year.

If you think that there may be an odd occasion when your child might need to go home during lunchtime then it will be sufficient to email or phone the school Reception. You do not need to complete this form.

Please understand that if you want your child to leave the school premises every lunchtime they will become the responsibility of the parent/carer during this time.

Yours faithfully,

**Mrs C Clarke
Headteacher**

I understand that my child will be leaving the school premises **every lunchtime at 12.45pm and will not return before 1.30pm.**

Student Name _____ Tutor Group _____ Date of birth _____

I take full responsibility for my child during this time.

Signature: _____ Date: _____
(Parent / Carer)