



**Moor Park
High School
and Sixth Form**

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Dear Parents & Carers,

We are writing to inform you of an important update regarding student identification and lunchtime payment systems. From the week commencing 5th January 2026, all students in Years 7 to 11 will be issued with a school lanyard and badge.

Why do we have Lanyards?

- Moor Park High School Lanyard fully supports the implementation of the Safeguarding and Child Protection policy and is committed to Safeguarding its Staff, Students and Visitors.
- The ID lanyard allows staff & students to notice immediately that individuals are registered as part of the Moor Park High School community. For this reason, every person on the school site is expected to always wear their lanyard with Identity card
- All stakeholders have identified coloured ID Lanyard that allows them access to areas of the building. Staff, members of the governing body and external visitors that have DBS clearance can move through the building unaccompanied. External visitors without DBS must be accompanied by staff at all times.
- This will also reduce the need for students to carry multiple passes and streamline the lunchtime payments system.

What do the Student Lanyards do?

- Indicate what year group a child is in. Each year group has a clear card with the pupils ID and a different coloured lanyard. Your child will have the same coloured Lanyard throughout their time in school.
- They have the QR codes for purchasing food in the canteen
- They indicate whether pupils are on home lunches
- They indicate if a pupil has a medical pass to use the toilets
- They indicate if a pupil has permission to attend religious observation at lunchtime on Friday.

When do Students have to wear the Lanyard?

- The ID lanyards must be worn around the neck, on the front of the body, on the outermost clothing and properly display a current Moor Park High School ID Card.
- In the classroom, there may be situations, where a teacher allows students to remove their ID lanyards temporarily to complete a classroom activity (i.e. practical lessons)

What happens if a student does not have their lanyard?

- Students ID card and lanyard are treated as part of the school uniform. If pupils do not have their Lanyard, they may be sent home to collect it. Uniform detentions will also be issued in this case.
- Without a lanyard it is not possible to pay for lunch, at busy times pupils that have forgotten their lanyard may have to wait until the end of their year groups allocated lunchtime for their details to be located by canteen staff.

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What if the Lanyard is lost or damaged?

- The school provides every student a school lanyard and ID free of charge when they join the school
- It is the student's responsibility to immediately report their ID card as lost or damaged and to replace it promptly. Students will be charged for a replacement.
- The ID card will cost £4. Replacements can be obtained from the school office. Payment must be made through the online ParentMail.
- Students in receipt of Free School Meals will receive one free replacement ID card and lanyard if their card is lost. Deliberately damaged Lanyards will not be replaced free of charge.
- If your ID card fails to operate at lunchtime home pass, it will be replaced free of charge
- ID cards and lanyards are school property; they must be returned when no longer required

What do parents and Carers need to do?

- Please ensure your child understands the importance of wearing their lanyard at all times while on school premises.
- Please ensure your child keeps the Lanyard safe and wears it properly when they attend school

Students have been advised to put their ID Badge and Lanyard in their blazer pocket or bag at the end of the school day when leaving the school premises to keep them safe and so they would not be wearing them on the walk to or from school.

If you have any questions or queries regarding this matter, please contact the school office.

Thank you for your continued support in helping us maintain a safe and efficient school environment.

Yours Sincerely

Ms U Ishtiaq
Headteacher