

Important Information – Please Read

For safeguarding purposes Peterborough Regional College has an access control system on all the main entrances and exits. This is designed to ensure that only people who should be in college can enter the buildings. This means anyone entering the building and on college premises must have, and wear, a lanyard with their ID card attached at all times. We are very strict with this as I am sure you appreciate, we need to be. It is therefore important that all students, staff and visitors have visible ID cards.

All of our PRC and UCP learners are issued with their ID card when they enrol. This ID card must be visible at all times when on college premises. Procedure for forgotten ID Cards is as follows:-

- If anyone forgets their ID card they must go to the Eastfield Road Reception to get a temporary pass, Tutors will be notified of the temporary pass being issued. Their ID card will then be deactivated. They will need to get this reactivated the next time they come into college. All temporary cards must be returned to Eastfield Road Reception at the end of the day or to Main Reception if after 5.15pm.
- If they forget a second time the same procedure as above will be followed.
- If they forget a third time the same procedure as above, but parent/guardian will be informed and asked to remind their son/daughter to bring their ID card.
- If they forget a fourth time, they will not be allowed into college and asked to return home to get it. Parent/guardian will be informed as soon as possible if this has happened.

Learners are entitled up to 3 temporary passes per term.

If the student has lost their ID card this must be reported to Eastfield Road Reception immediately. A new one will be issued at the cost of £1 and any further cards at the cost of £5 each.

Please be aware that if your son/daughter uses college buses they will not be allowed to travel without their ID Card.