



21<sup>st</sup> August 2017

Dear Parents, Guardians and Carers,

**Re: Preparation for September 2017**

As we come towards the end of another summer break, we look forward to the start of a new academic year. Pupils will be returning to school on Tuesday 5<sup>th</sup> September 2017, starting at the usual time of 8.30am. In order to ensure everyone is prepared for the new year, there is some practical information below.

**Punctuality and Attendance**

All pupils are expected to be at their classroom for registration by 8.30am at the very latest. We are constantly working to achieve 100% attendance from all of our pupils and as such, we expect to see your child every day. Excellent attendance contributes to raising the standard of achievement, fosters a stronger sense of community, and allows pupils to enjoy all of the opportunities available to them. Permission for leave of absence for holidays during term time will not be granted and we trust all families will respect this and not take their child(ren) out of school for this reason. A full list of term dates for 2017/18 is on the school website, including the earlier than usual arrangements for July 2018, when we will be moving to our new school.

**Uniform and Appearance**

We are very proud of our pupils' appearance. Visitors and other members of the local community often comment on how smart our pupils are. All pupils must be in full uniform at the start of September.

Pupils are expected to wear their uniform correctly at all times, which includes boys having their top buttons done up, shirts tucked in and ties covering all of their buttons. Girls should have a reverse collar blouse and skirts which sit just above the knee. If this is not the case, a new skirt will need to be purchased for September; alternatively girls can wear trousers.

Please ensure shoes meet the high expectations of the school's uniform policy. Leather trainers or similar styles are not acceptable and could lead to you making an expensive mistake. Please also check rules regarding earrings, hair styles and hair colour. All piercings, except a small stud in the lobe of each ear (if desired), must be removed before returning to school. Pupils should not return to school with any form of false or painted nails. Please check that your child has all the necessary uniform ready for the start of the academic year. If they do not, then please order any required items through the usual online process.

**Essential Equipment List**

It is essential that pupils come to school fully equipped for the learning that lies ahead each day. As such, pencil cases must include the following items as a minimum:

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2 black pens  
2 blue pens  
2 green pens  
2 red pens  
2 purple pens  
2 pencils  
1 30cm ruler  
1 eraser  
1 pencil sharpener  
1 compass  
1 protractor  
1 scientific calculator  
2 different coloured highlighters

### **Use of Social Media**

Each year we have to spend valuable time dealing with issues related to the misuse of social media. This is time taken away from our main purpose of teaching and learning. There are very clear age restrictions applied to social media platforms. Children under 13 should not have access to the vast majority of social media platforms including: Twitter, Instagram, Whatsapp, Facebook and Snapchat. Increasingly we are finding that children have these accounts with insufficient supervision from parents, guardians and carers. To allow your children to access age restricted social media contravenes the rules and regulations of those sites, and failing to monitor your child's use of social media leaves them at risk.

We are committed to educating pupils about online safety and this is, at times, undermined by parents, guardians and carers who allow children unsupervised access to social media. We would ask that you take a keen interest in your child's interaction with social media and acknowledge both your and the school's part in ensuring that children are kept safe from harm, be that through bullying or potentially meeting online predators who seek to groom and exploit young people.

Later in the Autumn term we will be holding our Cyber Know-How event to inform parents, guardians and carers about the dangers of social media and the ways in which they can support their children to use technology appropriately.

### **Home School Agreement**

Our Home School Agreement can be viewed on the school website and a copy is attached for reference. Please spend a few minutes reading through this important document before the start of term. Parents, guardians and carers are expected to play a full part in their child's education which includes 100% attendance at Parents' Consultation events. We will be issuing a printed copy of the Home School Agreement for signing by all pupils and their families in the early part of the Autumn term.

### **School Policies**

We have a number of policies approved by the Governing Body to help us run the school efficiently and effectively. An important policy that all parents, guardians and carers must be familiar with is the

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Behaviour Management Policy (available from the school website). Please take time to go through this document with your child – I would not wish any pupil getting into trouble because they were not aware of our guidelines on behaviour at the school. Other policies are available on our school website or on request from reception.

### **Cashless Catering System**

As you are aware, the school has run a cashless system for a number of years. In order to purchase items from the school canteen, parents must top up accounts online in advance of purchases being made. The School does not operate an overdraft facility so we expect pupils, parents, guardians and carers to manage personal finance - an important 'life skill' which pupils will need in the world outside school. Pupils who do not have sufficient money on their accounts should ask reception for permission to make a phone call home to ask for their accounts to be topped up. Please can I ask all parents, guardians and carers to support the School by ensuring that they make adequate lunch arrangements for their children. Should you be experiencing problems with the online top-up system, please contact reception, who will be happy to assist.

### **Leave of Absence Requests**

There is a formal process for requesting leave of absence. Letters must be addressed to the Headteacher at least two weeks prior to the date of the absence. Government guidelines remain tight and are likely to become even tighter since the landmark court case in June this year. There are very few circumstances when we can authorise absence requests. Holiday requests will not be granted.

### **Home Learning**

In the Autumn term we will be changing the way we communicate homework to pupils. From September teachers will communicate all home learning via Google Classroom, instead of Arbor. The functionality of Google Classroom allows for teachers to set deadlines and to see who has and hasn't completed their work. We are also working to set up a parental email notification through Google Classroom, so you can see exactly what has been set and when it is due to be submitted. Mr Essery will send details of this once it is live.

### **Mobile Phones**

Pupils respect the school's Mobile Phone and Device policy, which does not allow for phones to be used in the building, but does allow use outside. Mobile phones seen or heard in the building will be confiscated. If your child does need to bring a phone with them you are reminded that this is at their own risk and we cannot take responsibility for them. We advise pupils to store their mobile phones in their lockers at the start of the day and collect them at the end of the day, this reduces the risk of them getting damaged or going missing.

### **Lockers**

All pupils have the opportunity to purchase a locker key for their own personal use. These are particularly useful for charging their devices overnight or storing their PE kits. Replacement locker keys are available to purchase from the online school shop.

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## **Parking Reminder**

From September 2017, the school site will be busier than ever with another 120 pupils. Therefore I urge as many pupils as possible to either walk or cycle to school or use the dedicated school bus service. From September 2017, there will be four buses, and, as always, we will review the bus timetables early in the term to ensure they are providing the most suitable routes.

Due to the increased number of buses, it will not be possible to park in the spaces immediately in front of the school building from September 2017, except for the disabled spaces. Mr Essery, Mr Smith and myself will be on car park duty at the end of the day instructing parents, guardians and carers where to park. However, there will be very limited spaces available and I urge you to consider alternative means of transport for your child. If you plan to collect your child at the end of the school day, expect there to be significant delays entering and exiting the car park as we manage the departure of pupils in the safest possible manner.

Exciting times lie ahead for the coming year, not least in that it is our last in this building before we move to our brand new school next summer and our first GCSE results will be announced in August 2018.

I hope you enjoy the final two weeks of the summer holidays and I look forward to seeing everyone in September.

Yours faithfully,

Richard Booth  
Headteacher