



Dear Parents and Carers

16 March 2021

I hope you and your families are well. As has been stated before, the vast majority of our students have responded to the challenge of this global pandemic extremely well, and we are very proud of them for this. Please continue to pass on our thanks to your children for working with us in such a mature fashion and we thank you all again for your continued support.

Whilst this has been a challenging time for everyone, all research and guidance states that one of the best things schools can now do for their students is to ensure routines are as normal as possible. With the most recent lockdown now behind us and all students back at school full time, I wanted to draw your attention to some important aspects that will help us get school back to normality as quickly as possible.

### Students Arriving Late

**All students are now required to be in their classrooms by 8:50am. To ensure that they are in class on time, students should arrive at school no later than 8:45am.**

Our policy states that after three incidents of lateness, **on the fourth late, and every time they are late after this, they will receive an after-school detention.** If a student manages the equivalent of a term with no late marks, this number will be reset to zero. It should also be noted that students who arrive after our registers officially close, must be marked as unauthorised, which **can progressively lead to fines for parents and carers.** Please continue to encourage good punctuality, not least as this is an essential quality for students to have when they leave school.

Students should also make sure they keep at least 2 metres away from others in different bubbles, when arriving and leaving school.

### Email detention letters

We have now moved our detention letter system away from paper letters and are sending them automatically via email, to both yourselves and students. Detention emails will be sent out at roughly 4pm every day, and a further reminder will be sent to students the day before the detention. To ensure you are fully informed regarding any detentions your child has, please ensure we have an up to date email address, check your spam folder regularly, ensure your inbox is not full and that the school email is not blocked by any filters.

### Uniform

As we know all students should return to school in **full school uniform**, including blazers and ties. However, **if a student has a PE lesson scheduled for that day, we still ask that they wear their PE kit for the duration of that school day.**

We appreciate that lockdown and the closure of some stores may have created some difficulties for some parents and carers. Please note the official uniform shop for the school is still operating online, as are all the major high street retailers. There are also downloadable sizing guides for uniform, including school shoes. If there are still issues with uniform, you will be contacted by a member of the pastoral team to discuss how it can be resolved in the timeliest manner possible.

Students who choose not to follow the school uniform policy will face sanctions. The uniform expectations are included below for your reference.





#### Uniform Expectations:

- Students are not allowed unnatural hair colours or styles, nor any piercings apart from one plain stud in each ear lobe.
- Trousers must be tailored, not too tight or skinny, and skirts must also be an appropriate material and length.
- Students can wear a blazer / school jumper over their PE kit. Alternatively, they can wear the official blue PE hoodie or sports jacket. These are gender neutral and can be worn by both boys and girls. Students are also now allowed to wear plain black or white long-sleeved T-shirt under their PE kit.
- If students wear a coat to school, they can wear that over their PE kit during the day at break and lunch if they are cold. We must have windows open to ensure we meet COVID best practice, so our heating is set to maximum. If for any reason the heating is not working, students will be allowed to wear their coats in lessons. They will be informed if this is the case.

#### Attendance & Equipment

Reminder that according to government policy, as school again becomes compulsory, all our previous attendance policies must resume, and we will contact you if your child's attendance becomes a concern. If you have specific concerns regarding COVID-19, please do not hesitate to contact the school to discuss these. Please note a further reminder that staff **are still not allowed to lend any equipment to students**. It is therefore imperative that your child comes to school fully prepared to learn and with all the equipment they need every day.

#### Home testing for COVID

We are giving out the first sets of 'Home Test kits' today, as some students have now completed their three in school COVID tests. These tests should be completed on a Sunday and Wednesday evening supervised by yourselves. The result needs to be logged on the NHS track and trace programme, instructions on how to do this are listed in the blue instruction booklet given out with the test.

The result of the test also needs to be logged on our system, please do so by following the link below:

[Student COVID home test form](#)

I hope the above information is useful, and whilst, due to things beyond our control, school is still far from normal for students or staff, by implementing those policies that we can resume normally, we will provide the structure and routine for your children to help them re-engage with face-to-face teaching as best they can.

Thank you again for all your continued support.

Yours Faithfully,

Cyrano Oakwood  
Assistant Head Teacher – Safeguarding and Pastoral Care