

Dear Parent/Carer,

I am writing to inform you of some new processes that we will be implementing, which will take place from September 2023.

### **Morning Gates**

All year 7 – 11 students will need to enter the school from the main school gates at the start of the day. This has been trialled successfully during the back end of the current academic year and we will look to continue with this from September.

The gates will be open from 8:30 am and we expect students to be on the school site by 8:45 am which is when the gates will close. The official start of the school day is 8:45 am and we expect students to be “ready to learn” by this time. Therefore, being on the school site before this time is expected. Students entering school after the gate closes will have to go through the main reception and be marked as late.

Post 16 students have their own separate entrance which is by the library. The gates for Post 16 will open from 8:45 am and we expect all our Post 16 students to be on-site by 9:00 am ready for their first lesson. Similarly, all students arriving after the gates are closed will need to go through the main reception.

For students in years 7 – 10, each morning will start with either Roll Call or Reading. These will alternate every day. Roll Call will take place in the Sports Hall and Reading will be in tutor bases, both of which will begin from 8:45 am and be undertaken by tutors. We expect students to attend in full uniform and with the correct equipment every day. Please see our uniform and equipment policy on our website for guidance.

### **Roll Call**

Roll Call is a way in which we support our students in ensuring they are ready to learn. Students will start the day where they are welcomed into school by our pastoral leads, well-being team and safeguarding team. These key staff will know the students best and will be able to identify and support them with any issues that may become apparent in the morning or may have come in from the night before.

Following the welcome, students will go to the Sports Hall where they will line up in their tutor groups to be registered and to have their uniform and equipment checked. This is to ensure they have everything they need to be successful for the day ahead.

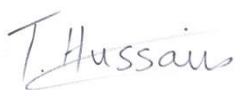
Students who do not have the correct equipment or uniform will be loaned school items. These will need to be returned at the end of the day. If students refuse to borrow equipment/uniform, they will be deemed to be not ready to learn and will go into our internal exclusion unit (IEU) until issues are corrected.

### **Medical/Time-out cards**

Please be aware that from September we will start with no medical or time-out cards given to students. Should you feel your child requires a medical card we would ask you to provide medical evidence which we will then take into consideration. Even if a child has been allocated a card for this year, we will need medical evidence to state the need for the new academic year. The school will issue medical and time-out cards at our discretion and reserve the right to withdraw these if we feel they are not being used appropriately.

Finally, I would like to wish you and your child a very happy Summer break and look forward to working together with you in the new academic year.

Yours Sincerely



Mr T Hussain  
Assistant Principal

