



13 October 2021

Dear Parents/Carers

Start of School Clarification Post Covid Restrictions

Over the last eighteen months during COVID, we instigated changes to keep our community safe. A major part of this was staggered arrival and end times.

Since returning to school this term, we have been in a period of transition in returning to our normal school day.

We would like to take this opportunity to outline the school day to clarify arrangements and we hope the following timeline provides a clear expectation on arrival:

- The main gate closes at 8.50am.
- Students begin the day on our playground for our community line-up, with tutors welcoming children to school and ensuring they are ready to learn for the day ahead. Uniform will be checked at this point, key notices given and any pastoral issues addressed.
- If students arrive after the gate has closed, they will be kept by the swimming pool so that notices can be given and uniform will be checked. This is to ensure that all students receive the same checks and notices as those on the playground.
- The whistle/bell will sound at 8.55am on the playground for the line-up.
- Students will be dismissed ready to begin learning by 9.00am in Lesson 1 from the playground and from the outside of the swimming pool.
- Registers open at 9.00am. The window for AM registers closes at 9.20am promptly and must be completed accurately.
- Any students arriving in school after this will be marked as late and will receive a breaktime detention. If there are more than 10 lates **after registers close** at 9.20am within a five week period, then, in line with Local Authority policy, a penalty notice may be issued. We hope that by working with our families and students proactively, we can avoid this situation.
- Recurring lates to school will be chased by the Attendance Team.

Thank you for your ongoing support.

Yours faithfully

Mr M Everett
Principal