

Tudor Grange Samworth Academy

A Church of England School



23rd August 2021

Dear Parents / Carers,

I hope everyone has managed to have a restful summer break and been able to enjoy a taste of normality again with the easing of restrictions. I am writing to update you of the changes to the school day following recent guidance from the government. The plans below reflect the new guidance but are, of course, subject to change depending on how they progress over the Autumn term.

The first day of the new school year for Year 7 and Year 11 pupils is Thursday 26th August. Year 8, 9 and 10 will return to school on Tuesday 31st August. The school day has changed to allow for an additional 'Reading Lesson' which is a new and very exciting step forward for the Academy. You will see that all pupils will start school at 8.30am.

The structure of the school day:

8.30am	Tutor/Assemblies/PSHE
8.50am	Reading lessons
9.15am	Period 1
10.15am	Period 2
11.15am	Break
11.30am	Period 3
12.30pm	Period 4
1.30pm	Lunchtime
2.15pm	Period 5
3.15pm	Dismissal / End of school

The morning register will be taken at 8.30am. Pupils must be in school and ready to learn from this time. If pupils arrive late to tutor time (after 8.30am) they will receive a late mark and a 15min late detention at the end of school. Pupils are now only required to enter the school via the main reception. Pupils who cycle to school will be given permission to enter and leave the school via the cycle gate. The cycle gate will close at 8.28am each morning.

Break and lunchtime arrangements:

We have been very pleased with the positive way pupils have responded to the staggered break and lunchtimes over the last 18 months. However, now that we no longer need to operate 'year group bubbles' we do not plan to continue with the staggered approach. Instead, all year groups will have break and lunch at the same time. This means we can now provide a range of lunch time extra-curricular activities aimed at enhancing and enriching your child's experience at school. To manage the increased numbers of pupils in the restaurant at lunch we are providing a new and extensive menu at morning break. We have also made the following arrangements at lunchtime:

Year 7	-	Pupils will have an early lunch at 1.20pm in half term one
Year 8/9	-	Pupils will move directly to the restaurant at 1.30pm to have lunch
Year 10/11	-	Pupils will not attend the restaurant until 1.50pm

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There are designated eating areas outside, but we will continue to ask pupils to eat all hot food in the restaurant. Pupils are not permitted to eat on the playing field.

The school planner:

We will provide all pupils with a school planner that will last the entire academic. The planner is a vital tool in ensuring your child is organised and well-equipped for learning. Inside the planner are a number of resources to support your child's learning and emotional wellbeing. In the school planner your child will stick in any merits they receive for excellent work and effort across their subjects, and it will also be where they receive penalties where there are behaviour issues. Pupils will also write in their daily lessons on each weekly spread, writing down a key piece of vocabulary they have learned in that lesson. We will be asking parents to support us by checking their child's planner weekly and signing it in the allocated parent/tutor box. Your child's form tutor will be checking their planner weekly too and will make contact with you if there are any concerns. Checking your child's planner is a great opportunity to see what they have been learning across the week, any extra-curricular activities they have attended, and a chance to review their merits/penalties. It is your child's responsibility to take care of their planner. If the planner is damaged or lost it will need to be replaced at a cost of £2 fine. It is also likely that pupils will receive an addition sanction.

Uniform expectations during the winter months:

We will continue to be very vigilant about ensuring our pupils wear their uniform correctly. You will find the school's dress code on the website which will help you when buying school wear over the summer. Pupils are always expected to wear the correct footwear and the correct uniform.

The following rules apply:

- **Shoes should be plain black leather** with a maximum heel height of 5cm and maximum sole thickness of 2cm (heel is measured from the ground to the welt up the back of the heel);
- No coloured logos. Boots are also not allowed;
- **Charcoal grey trousers** or skirt should be worn; Tights and socks should be dark grey or black;
- Skirts should be no shorter than knee length;
- Hooded tops, black leggings and other non-uniform items must not be worn while in school;
- **Grey slips are now compulsory** from half term two up until half term six;
- Pupils are expected to bring a **school bag** every day.
- Pupils can wear a watch apart from Smart Watches. No other items of jewellery are permitted;
- Pupils are **not allowed to wear ear, nose, tongue or other piercings**. If they have any visible piercings or retainers these must be removed before the school day;
- The use of a plaster to cover any of these items is also prohibited;
- Nail varnish and nail or eyelash extensions are not permitted;
- Hair should be kept neat and tidy and any hair accessories should be small;
- **Extreme hairstyles** e.g. unnatural colours or shaved lines or patterns are not allowed; Boy's hair should not be below the collar.

If pupils arrive in incorrect uniform (for example in black trousers or trainers) we endeavour to lend them freshly laundered items from a small range that we keep in stock. If a pupil refuses to wear the uniform we provide they will have to spend time in IER until the item of uniform is corrected.

If you feel there may be financial difficulties in meeting our uniform requirements then please contact the school reception to discuss the matter in confidence.

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Attendance and punctuality

Attendance is now compulsory for all pupils and something we take very seriously. We will be working hard to ensure that every child has good attendance and meets the school target of 96%. Ms Crewe, our Attendance & Welfare Officer will be sending you the annual attendance letter shortly which will inform you of our procedures and actions if attendance falls below the school target.

Arriving late to school and to lessons is very disruptive for the teacher and other class members. It also means that late pupils miss important input from teachers. Please be aware that AM registration is at 8.30am. If, for whatever reason, your child will be arriving late please call Students Services to inform them.

If any of these plans need to be revised following government guidance you will be contacted through our normal communication channels including text messages and the school website, therefore it is important to check this regularly.

If you have any further questions please don't hesitate to contact me.

Thank you for your continued support.

Yours sincerely
Mr A Bannon
Associate Principal