

14 December 2011

Dear Parents/Carers

I write to advise you of changes regarding Reception and the new Student Support Base which take effect from January 2012 and to take the opportunity to remind you of some uniform issues which concern a minority of students

The Student Support Base (SSB)

From January we will have a new space, the **Student Support Base (SSB)**, near the Finance Office. Students will continue to report at main reception if they are late for medical or other reasons and if they have to leave early for a medical appointment. For all other queries, students should report upstairs to the SSB. The Year 7 to 11 Heads of Year and Pastoral Administrator will be moving from their current office to the office next to the SSB to enable all student support to be centralised. The SSB will become multi-functional with the overarching aim of supporting students' learning. Ms Winchester will be joining the pastoral team and will take charge of the SSB, supporting students in work for their lessons and overseeing daily / routine medical issues.

The current medical room near reception will continue to be used for emergencies or for students who are unable to get upstairs. The main routine medical room will be based opposite the Finance Department. As always, where necessary, students will continue to be attended to by a trained First Aider.

Specific student support for SEN will continue as at present in the offices near the library and students should continue to report there if that is their current working practice. Mrs Crisp, SEN Assistant, will be available from 8.00 to 12.00 in the SEN office for specific queries.

Uniform

Over the past two years we have introduced systems to promote punctuality to school and excellent behaviour, both of which have been very successful. We now need to address uniform issues for a minority of students. I would emphasise that the majority of students wear their uniform correctly. Nevertheless we continue to have a minority who do not. The key issues are:

1. Shirts must be tucked in at all times
2. Boys' ties must be tied correctly (14 stripes showing is the minimum length) with top buttons done up
3. Girls' skirts must be at or just above the knee. As a guide, 5 cms above the knee is the minimum length.

May I, therefore, ask parents to take the opportunity this holiday to check uniform, particularly the length of skirts, to ensure all is correct for January. The uniform list is on the website under the School Life tab. We currently operate a detention on a Friday after school for those infringing uniform rules so if your child is poorly dressed they should expect to be detained. Other infringements such as inappropriate jewellery will continue to be dealt with by confiscation. Likewise we will continue to provide temporary replacement uniform, such as ties, if lost. To make things more convenient for you, I understand that Stevensons are now offering an online service.

I hope this letter explains everything clearly. If you have any queries about the changes, please contact your child's form teacher in the first instance.

Yours sincerely

Elizabeth Hitch (Mrs)
Headteacher