

IMPORTANT INFORMATION

START OF NEW TERM – SEPTEMBER 2017:

School recommences for the new academic year on **Wednesday, 6 September** (Term dates overleaf).

NB: New Year 7 pupils only will commence school at **8.30 am**.

Years 8, 9, 10 and 11 will commence at **10.55 am (Period 3)**. *(However, if you need to drop off your son or daughter in Year 8, 9, 10, 11 at the usual time, we will be able to supervise them).*

UNIFORM REMINDER:

We expect pupils to wear correct, smart school uniform at all times. Guidance can be found on the school website and in the letter sent home to you recently. All the uniform can be bought from Harrisons in the High Street, Gorleston.

PUPIL PLANNERS:

ALL pupils will be issued with a comprehensive planner which contains useful and vital information. This will also include the homework diary where pupils should record their homework daily and which parents are required to sign each week. The Planner is used to communicate important information with parents; please use and check them regularly with your son and daughter.

USE OF MOBILE TECHNOLOGY:

The school discourages students from carrying mobile phones but we respect parents' wishes for your son or daughter to bring one to school if you feel it will improve their safety or your family's peace of mind for the journey to and from school. However, the School takes no responsibility for mobile phones, or any other valuable items (e.g. music players or cameras) brought into school unless they are handed in to Student Reception at the beginning of the day and collected at the end of the day. If you wish to contact your child please do this through the Reception (Tel: 661406), the Reception staff will ensure that a message is sent through to them.

If mobile phones are seen or heard on the school premises during the school day, they will be confiscated immediately. These items can be collected by parents the same day of the confiscation.

INFORMING THE SCHOOL OF PUPIL ABSENCE:

If you know in advance of any absence please write a note to the Form Tutor. If a pupil is absent through illness please telephone the school on 01493-661406 (*a message can be left*) on the first day of absence to inform the office the likely length of absence. The Admin staff will record the absence electronically. If the absence runs into a third day, a letter is required for the Form Tutor upon the pupil's return to school to explain the absence. Absences in excess of 4 days will require medical evidence if they are to be authorised.

Pupils who arrive late (after 8.30am) **must** sign the late book at the Student Reception. These entries are edited into the pupil's electronic record by the Admin staff. The respective year group's Progress Leader will monitor the records together with Form Tutors and deal with chronic lateness according to the School Policy on Rewards and Sanctions. Pupils who arrive late without a valid reason, will be required to serve a break-time detention. We would like to remind parents that pupils who arrive very late after the school has started may have such late marks referred to the Attendance Service and this may lead to legal proceedings.

Pupils who are required to 'leave school during the course of the school day' for a medical appointment should produce a letter to the Form Tutor who will authorise it and they must 'sign out' at the Student Reception handing in the letter to the Reception staff.

Parents are requested not to arrange family holidays during term time in line with the Government's guidelines. Holiday requests will only be granted in very exceptional circumstances.

Continued overleaf/...

THE SCHOOL DAY from SEPTEMBER 2017

The school day will begin at **8.30am** and end at **3.00pm**.

The school is open to pupils from 8.00am for those who wish to use the Library or from 7.45am for those who wish to have a breakfast; the Library is open until 5.20pm each day for independent study after school.

Please note: The School Reception is open from 8.00am until 4.00pm (Monday to Friday)

8.30	Warning bell
8.35-8.55	Form time/assembly
8.55-9.45	Period 1
9.45-10.35	Period 2
10.35-10.55	Break
10.55-11.45	Period 3
11.45-12.35	Period 4
12.35-13.15	Lunch
13.15	Warning bell
13.20-14.10	Period 5
14.10-15.00	Period 6

TERM DATES 2017-2018

Autumn Term 2017

Monday 4 September

Tuesday 5 September

Wednesday 6 September

Friday 6 October

Monday 23 to Friday 27 October

Wednesday 20 December

Staff Training Day – school closed to pupils

Staff Training Day – school closed to pupils

School commences for all

Staff Training Day – school closed to pupils

Half-Term

School closes for Christmas break at **12.40pm**

Spring Term 2018

Wednesday 3 January

Thursday 4 January

Monday 12 to Friday 16 February

Thursday 29 March

Staff Training Day – school closed to pupils

School commences for all

Half-Term

School closes for Easter break at **12.40pm**

Summer Term 2018

Monday 16 April

Monday 28 May to Friday 1 June

Friday 20 July

School commences for all

Half-Term

School closes for summer break at 3.00pm

PHONE CONTACT WITH SCHOOL

We have a new phone system in school. When you telephone the school on 01493-661406 you will be presented with a few options, to contact the Progress Leader for your child's year group select **Option 2** The Progress Leaders from September are:

Year 7 : Mrs Hirst (Press 1)

Year 8 : Mrs Gill (Press 2)

Year 9 : Mr Batt (Press 3)

Years 10/11 : Mr Goddard/Miss Roberts (Press 4)