

## To Parents/Carer

31<sup>st</sup> August 2023

Dear Parent/Carer,

### The New Academic Year

#### Arrangements for the start of term

I hope you have had a good summer break and your children are ready for the autumn term. The new term begins on Monday 4 September and arrangements for pupils and students are as follows:

Monday 4 September	Staff training. No pupils or students in school
Tuesday 5 September	Staff training. No pupils or students in school
Wednesday 6 September	Year 7 Induction. Pupils arrive at 8.40am Year 12 Induction. Students arrive at 10.00am Years 8, 9, 10, 11 & 13 are <b>not</b> in school
Thursday 7 September	Year 7-11 and 13 lesson begin. Arrival 8.45am Year 12 lessons begin. Arrival 11.00am

#### Uniform

We have a clear uniform and standards policy, including expectations with regards to jewellery, piercings and hair colour. The policy is published on the school website [here](#). The policy is updated with helpful images of correct and incorrect uniform, however if you wish to check before you buy, contact pupil support at [psm@saintcecilias.london](mailto:psm@saintcecilias.london).

If you have permitted your son or daughter to dye their hair over the summer, please ensure they are able to begin the school year with natural hair colour. Similarly, if you have permitted your child to have additional piercings or henna tattoos, the healing process for piercing must have ended as pupils will be asked to remove non uniform jewellery. Signs of tattoos must not be visible.

#### Attendance and punctuality

Pupils and students are expected to attend school every day and should arrive no later than 8.45am. Lessons begin at 8.50am. On the rare occasion your child is absent, you must contact school on 020 8780 1244 (selecting option 1). Contact must be made on the first day of absence, as early as possible and before 9am, and everyday thereafter, if your child's absence continues, indicating the reason for their absence.

**Family holidays should not be taken during term time and will not be authorised.** However, in very exceptional circumstances if other term time absence is necessary, parents and carers must write to the school, and it will be for the Headteacher to determine if the absence is authorised. Unauthorised absence may be referred to the Local Authority Education Welfare Officer.

#### Readiness to learn

To ensure pupils and students are ready to learn, we value your support in ensuring they have an appropriate school bag and the following essential items for the start of term:

- Two pens (blue or black)

- Two pencils
- Eraser
- Protractor
- 15cm ruler
- Compass
- Pencil sharpener
- Pencil case
- Pack of 12 coloured pencils

Please get in touch with your child's mentor or Year Leader should you need support obtaining the correct equipment.

Finally, the school day ends at 3.10pm, and senior staff are on duty each day at the gate, and in Southfields. Pupils are welcome to remain in school to attend clubs, meet teachers or use the library and study rooms. Afterwards, they are expected to make their way directly home. Pupils are not permitted to arrange to meet young people from other schools or colleges at the school gate at the end of the day.

We look forward to welcoming all pupils back for another exciting term.

Your sincerely,

**Lucy Bush**  
**Deputy Headteacher**