

Headteacher: Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

10th July 2020

Dear parents/carers,

I will be writing to you before the end of term to update you on how we will be managing the full re-opening of the academy in September. We are currently working extremely hard to ensure the safe return of our learning community. All students will return in September in all year groups and a full timetable will be in operation, and I can share with you at this stage that we will be operating a staggered start and end to the school day. This letter supports you in ensuring your child is fully prepared for September.

All students will need to bring their own equipment to the academy, and this includes a fully **equipped pencil case and a calculator**. To support families with this, we will be selling all equipment on site in our reception office, with pencil cases containing:

- 2 black pens
- a blue pen
- a red pen
- 2 pencils
- a highlighter
- a rubber
- a 30cm ruler
- a protractor
- a scientific calculator

The **cost to purchase this is £5.40**, which is a considerable saving on the price to purchase these in a supermarket. Students who already have their own pencil case containing the full equipment may of course continue to use them **but must ensure that they have a scientific calculator**.

Should students already have their pencil cases, calculators can be purchased as a stand-alone item for a cost of £3.65. Similarly, if a student only needs to purchase the pencil case (containing 2 black pens, a blue pen, a red pen, 2 pencils, a highlighter, a rubber, 30cm ruler and a protractor) this is available at a cost of £1.75.

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Students will be expected to have their pencil case on their desk during tutor time, and at all times during a lesson. Any student who does not have the correct equipment will receive a same-day 60 minute detention.

Pencil cases can be paid for on the parent pay website and will be delivered to form rooms ready for collection in September.

May I also take the opportunity to remind you that **full school uniform is to be worn at all times**, and draw your attention to the uniform policy. Please pay particular note to the school skirt; lycra skirts are not allowed. The school skirt must be black, tailored and knee length. Black school shoes (leather or synthetic equivalent) must also be worn. Any student wearing trainers where we have not received a medical exemption from the GP (this must be recent and obtained no earlier than August 1st) will be asked to borrow a pair of our shoes and their trainers will be returned at the end of the day. Any medical exemption forms will need updating on a regular basis.

The only jewellery permitted at the academy for students is one pair of stud earrings, worn in the lower lobe, and a watch. No other jewellery is permitted, and students will be asked to remove any additional jewellery along with any coloured nail polish.

As we continue our drive towards excellent attendance, we would like to remind all parents and carers that students should be in school and on time every day. Should your child be unwell, it is important that you contact the Attendance Office before 8:30am to report their absence, by telephoning the academy on the above number and selecting the option to report an absence.

I will be writing again to parents shortly with further details of our September re-opening, but should you have any concerns in the meantime please contact us via the Shenley Enquiry email address: shenley.enquiry@e-act.org.uk

I would like to thank you again for your continued support.

Yours sincerely,



Dr. Jayne Bartlett
Headteacher