

Dear Parent/Carer

September 2015

We thought it may be helpful for us to provide a summary of administration procedures relating to the school.

The School Day	<ul style="list-style-type: none"> • The school day for students begins at 8.15am — by this time all students should be on the school's premises and a bell sounds at 8.15am to alert students to the need to assemble outside form rooms • The first session begins at 8.20am when students are registered by their form tutor • Students entering the school building after 8.20am are late for school, should sign in the late book and are coded as L in the register. Students who are late for school, i.e. after 8.20am will receive a detention during the school day • Students entering the school building after 8.30am are late after the register has closed. They should also sign in the late book. This is be coded as U and is an unauthorised absence • Afternoon registration takes place at 1.40pm • The school day ends at 3.00pm
Absence	<p>If a student is ill the absence must be reported by phone or email before 9am. Persistent absenteeism will be monitored by the Attendance Team and referred to the Education Welfare Office at Suffolk County Council should attendance drop below 90%.</p> <p>Please refer to the school's Attendance Policy for information relating to unauthorised absence and lateness.</p>
Uniform	<p>Please ensure ALL clothing is named, ideally with first name and surname. The uniform policy can be found on the schools website.</p>
School Tie	<p>If a student forgets their tie they will be asked to leave a personal item (ie; phone, bus pass) with Reception. They will be able to borrow a tie for the day, subject to availability, and collect their item at the end of the day when they return the tie. Please note we have a very limited number of ties and if one is not available Reception will call home to see if a tie can be bought into school and the student will go into isolation whilst waiting for the tie.</p>

Lost property	Any named items will be returned to the student. We hold a lost property stall every Friday in the Heartspace. Due to the high level of lost property please be advised that items are kept for a maximum of two weeks before they are donated to charity
Home to School Transport	Students are only insured to travel on the bus/taxi for which they hold a valid pass. Passes will be checked by transport staff and school staff on a regular basis. If a student wishes to travel on the 236 service bus to Sudbury or Haverhill they will need to have the bus fare and will be asked to join the back of the queue to ensure space for students with a bus pass
Homework	If a student forgets their homework they will need to speak to the relevant teacher. Reception will not phone home for it to be bought into school by parents.
PE Kit	Students are expected to provide PE kit regardless of illness or injury. In the event that they forget their PE kit they are welcome to try and contact home via Reception to see if one can be bought in; alternatively a clean kit will be provided by the PE department which they will be expected to wear.
After school club/sports fixture	If the school has to cancel a club or fixture then reception will notify parents/carers as soon as possible via text and email
End of day arrangements	Please ensure students are aware of any changes to their normal end of day arrangements before they come to school. Reception are unable to change arrangements for students unless it is an emergency situation.
School canteen	The canteen is run by a separate company and a student's cashless catering account must be kept in credit and topped up regularly via Parentpay or by using the cash machine located in reception. The canteen has the right to refuse serving a student if their account is not in credit.
Lockers	Locker keys will be issued during the first week of term once the deposit has been paid on Parentpay. Any replacement keys will be charged at £5.00. A charge will be made for any malicious damage done to locks/lockers
Medication	If the student requires medication this must be left with reception in the morning and the student will need to report to reception at the appropriate time for them to administer. The school does not keep any medication, including Paracetamol, on site.
Mobile phones	If it is necessary for a student to bring in their mobile phone it must not be used on the school premises. The phone must be switched off and kept in their bag/locker at all times. If a student is found to be using a phone it will be confiscated until the end of the school day. A log will be kept and if the phone is confiscated a second time then parents will be asked to come and collect it from Reception.

Our aim is to install a sense of responsibility in all of our students and we hope by setting out our admin procedures early in the new year this will help them with planning and organisation.

