



Friday, 5th March 2021

Dear Parents and Carers,

We are currently quite busy planning our full return to school and very much looking forward to seeing everyone soon.

Before then, to ensure that your child has a successful start following the lengthy interruption due to the lockdown, let me share a few reminders and updates regarding our expectations for students' behaviour.

Equipment

To be ready to learn and participate fully in lessons, all students are required to have a rucksack and a pencil case.

First, each student's rucksack needs to be sufficiently large to carry all schoolbooks and equipment required for the day.

Second, each student needs to have a pencil case that contains at least the following items:

- 2 pens (black or blue);
- a red pen;
- a pencil;
- an eraser; and
- and a ruler.

Should your child require a pencil case, you may purchase one containing the listed items from the school for £1.00, to be paid via ParentPay. Once the school receives payment, the pastoral team will deliver the pencil case to your child. If you have any questions regarding ParentPay, then please contact the Finance Department at enquiries@ellisguilfordschool.org.uk.

Uniform

All students are expected to attend school in their usual smart uniform.

Everyone's trousers need to be of an appropriate straight fit (e.g. skin-tight trousers are not permitted) and must be worn with black socks.

If your child has misplaced their tie, a replacement can be purchased via ParentPay for £5.00. All other uniform items can be purchased from the website of our usual uniform supplier, Just Schoolwear Ltd, to be delivered by post.

If your child's school uniform presents any difficulties, then please contact us at enquiries@ellisguilfordschool.org.uk as soon as possible.



In addition, our standards regarding jewellery have not changed: Students may wear only a simple watch (i.e. no smartwatches) and up to one pair of small ear studs (i.e. one stud per ear lobe), and no other jewellery is permitted. Fake eyelashes, nail varnish and acrylic nails are also not permitted.

I kindly ask parents to support the school by ensuring that any discrepancies with the above policies are rectified before your child returns to school next week.

Detention

Following feedback from both parents and students indicating that the time between incidents leading to detentions and the detentions themselves were too long, we will adopt same-day detentions beginning on Monday, 8th March 2021. Under that policy, students will be required to complete any detentions that they received during the day at the end of the day. As a result, students will be able to enjoy a fresh start the following day, without having to complete detentions received from previous weeks for behaviour that they can no longer remember. The maximum length of any detention will be 1 hour. Students need to attend their detentions or else they will receive a day in the internal exclusion room (IER), followed by a 1-hour detention after having completed the day in the IER. The Education Act 2011 removes the legal requirement to give parents 24 hours' notice before detaining students after school. The Act confirms school's powers to use detentions by making it lawful for schools to put children aged under 18 in detention without parental consent outside school hours. To safeguard our students and to ensure that you are aware of any detentions that your child is expected to attend, please create an account on Class Charts. All detentions will be logged on to Class Charts, and you can determine whether your child has been issued a detention and will therefore leave school later than usual. Once you have registered with Class Charts, you will also receive an automated email if your child is ever issued a detention. In addition, you will receive a text message from the school to let you know that your child has been issued with a detention.

I have enclosed the login details for your child's Class Charts account. If you experience any difficulties with creating an account, please do not hesitate to contact me at enquiries@ellisquifordschool.org.uk.

Punctuality

We expect all students to arrive to school on time every day. Students who arrive late miss form time, assembly and the beginning of their first lessons. As a result, they also miss out on important information and often disrupt the teaching and learning of others.

I would therefore be grateful for the absolute support of all parents and carers in encouraging their children to be punctual in general and, in particular, to leave home early enough each morning to arrive to school on time.



As a reminder, the following table presents the start and finish times for each year group:

	Arrival to school by	Line-up	Finish time	Enter/exit school via
Year 7	8.25am	8.30am	3.00pm	Stockhill Circus
Year 8	8.25am	8.30am	3.05pm	Bar Lane
Year 9	8.40am	8.45am	3.10pm	Bar Lane
Year 10	8.40am	8.45am	3.15pm	Stockhill Circus
Year 11	8.25am	8.30am	3.20pm	Bar Lane

Electric scooters

We have seen an increase in students using an electric scooter to get to school. Please note that, as of Monday, 8 March 2021, students are not permitted to bring their electric scooters onto the school site for health and safety reasons.

School meals

During the period of lockdown, we were really proud to be able to provide all students with a meal at lunchtime free of charge. With the return of all students to school next week, all students who normally pay for their meals will be required to do so and therefore, please can I ask parents to ensure that there are sufficient funds on their child's account.

PE lessons

Please note that students are not required to wear their PE kit next week as all lessons will be non-practical.

I hope that all of the information above helps you and your child to plan their return to school next week. We greatly look forward to welcoming all students back and being together again as a community.

Yours faithfully,

Claudio Gissendorf
Associate Principal