



**Headteacher: Tim Marston**

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Dear Parents & Carers of students joining us in Year 7

We are really looking forward to welcoming all our new Year 7 students for the start of the new term on Friday 1st September.

We know this is a really big occasion for these students, moving from a primary school where they know everyone to a larger Secondary School. Equally it is a really big occasion for parents, even more so when this is your first child to go to Secondary School. Everyone will be working hard to make sure the Year 7 students settle in as quickly as possible. We wouldn't be telling the truth though if we said that everything always runs smoothly. In every school in a new term there are teething troubles, please do not worry we will work quickly to try to resolve any issues that may arise.

To help us we need parents and carers to work with us, to let us know if they are concerned about anything, to keep communication open with us throughout the year and to trust in our experience. We are committed to making sure that we give our students the very best support possible.

**Below is some useful information to help you and your child prepare for the start of school.**

### [New Academic Year 2023/2024](#)

School re-opens for the new academic year on Friday 1<sup>st</sup> September.

Year 7's should be at school no later than 8.35am on the first day back.

Year 8, 9, 10 & 11 will start at 9.15am (for 1<sup>st</sup> Sept only).

School will finish at 3.10pm for all year groups.

From Monday 4<sup>th</sup> September there will no longer be a staggered start and finish to the day. ALL year groups should be on the school site no later than 8.35am and will finish at 3.10pm

Tutor time is being reintroduced so that students see their tutor at the start of each day.

Attached are the Term Dates for 2023/2024 and 2024/2025.

### [Arriving at School](#)

Only the Asda entrance and the Syston entrance (the left hand gateway as you stand and face the school) will be open for students to enter the school. **Therefore, parents are requested not to bring their cars onto the site as the exit gate is not open.** Please use the carpark opposite the school to drop off students. Students MUST use the bridge to cross over to the school.

Students bringing bikes onto site will be directed by staff to the bike sheds. Please ensure that your child has a suitable lock. Bikes are left at the owners risk.

Please note that electric scooters and electric bikes are not permitted on site.

Staff will be on hand to direct students to where they need to go.

## Year 7 will need a Packed Lunch for the first week

Year 7 students will all need a packed lunch for the first week of term (until 8<sup>th</sup> September) when they can be issued with their cashless payment card. If we can process this any quicker we will let you know. Unfortunately, the system we use doesn't allow us to set this up in advance of the students enrolling, so this causes a slight delay. We apologise for the inconvenience.

Any students entitled to a Free School Meal will be provided with food and drink at lunchtime. You may wish to send your child with a snack for break if appropriate.

### REMINDER

We aim to be a nut free environment as we have students and staff with nut allergies, please DO NOT send your child with nuts. Please also be mindful about food that contains nuts.

## Uniform

The up to date Uniform list can also be found attached. Please ensure that your child is wearing the correct uniform and PE kit. Over the holidays, if your child has chosen to have their nails done or had facial piercings please ensure that these are removed before we return to school as these are not part of our Uniform Policy and sanctions will be given.

**Could we draw your attention to the PE Kit.** Students will need to bring their kit to school and get changed into their kit on days when they have PE on their timetable.

Year 7 students won't be able to access their timetables yet. Don't worry this will be available once we are back in school.

Any students in 7C – Mr Somani's Tutor group or 7E – Miss Lawrence's Tutor Group will need to bring their PE kit with them on Friday 1<sup>st</sup> September.

**Please ensure that you label every item of uniform and PE Kit, clearly with your child's name.**

## School Photographs

We have the school photographer in school on Monday 4th September to take Year 7 student photos. Don't worry we will ensure that any students that have PE will have their photos taken before their PE lesson. Further information on how to order your photos will be sent out nearer the time.

## Arbor

We use Arbor in school for all our student information. Arbor also provides a Parent Portal and Arbor App which allows you to see your child's attendance, what they bought from the canteen, their behaviour points, book Parents' Evening appointments, receive In App messages. You may have used this previously at your child's primary school.

Once we have enrolled your child on the first day of term we can set up your access to Arbor and will contact you about how to log on.

## Equipment

For students to be successful in their learning they need to come to school each day with the right equipment. Please ensure your child has a pencil case with the following items:

- A Casio scientific calculator for maths and science (Casio FX83GTX or the FX85GTX)
- Two pens (blue or black) for writing in your exercise books
- A purple pen for responding to teacher's feedback
- Two HB pencils
- A ruler, rubber and pencil sharpener
- Coloured pencil crayons – not felt tips
- A pencil case
- A small note book to jot down things you need to remember
- A refillable water bottle
- Cashless Payment card
- A school bag that will fit all your equipment plus an A4 folder
- Reading Book

## Catering – Breaks and Lunchtimes

Once your child has their Cashless Payment Card you will need to ensure that your child's account has sufficient funds on it for them to purchase any food they require at break or lunch. There are occasions when a student does not have sufficient funds and whilst we do try to contact home, given the time restrictions of the break periods this isn't always possible. In addition, when you make your payment on Arbor Payments, it can take at least 30 mins to show up on our system. Where sufficient funds aren't showing on our system, we will always offer what we call a 'basic packed lunch'; this includes a sandwich or roll, fruit or cake and a bottle of water. We do this to ensure that students do not go without food and drink but also it keeps the additional costs on your account to a minimum so that we aren't encouraging further debt to be accrued.

We hope that you will support us with this by topping up your child's account in advance.

Please talk to us if you are finding things difficult.

## Allergens & Dietary Requirements

You may recall being asked to complete a form for Allergens and Dietary requirements. Lots of you have already completed this information for us. If you have not yet completed the information on the link we sent out please could you do so before the start of term.

The link is below:

<https://forms.office.com/e/Y17n0wSxpG>

## Absence

If your child cannot come to school because they are unwell or for any other reason, you must contact the relevant Head of Year on one of the following numbers either by text or voicemail as early as possible.

If you wish to speak to one of our Heads of Year for anything other than attendance please contact the main school office on 0116 2693896

Year 7 - Miss Osborn - 07935 013869  
Year 8 – Mrs Brown - 07598 558629  
Year 9 – Mrs Wheeler - 07958 013 869  
Year 10 – Mrs Brook - 07598 558 624  
Year 11 – Miss Tinson - 07598 558 644

## Medication in school

If your child requires medication in school we will require you to complete a Medication form which is available from reception or you can email us and we can send you a form to complete. You will need to bring in a copy of a hospital letter if the medication is long term and we can then work with you to set up a Healthcare Plan.

## Working with us

We are keen to work together with parents & carers to ensure that your child can be the best that they can be, and leave school as a well rounded individual ready to take on the next steps in their life. Please talk to us if you have concerns, the earlier we are aware of a problem the sooner we can try to help. Your child's tutor will be your first point of contact, or your child's Head of Year if your Tutor is unable to help. Please contact [office@roundhill.bepschools.org](mailto:office@roundhill.bepschools.org) or contact the member of staff directly.

We look forward to working with you and your child over the coming year.

Kind regards

Tim Marston  
Headteacher