



**Headteacher: Natalie Teece**

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Dear Parents/Carers and Students

We are looking forward to seeing all our students back in school on Thursday 29<sup>th</sup> August. We hope that students are getting prepared to return to school and ready for what should be an exciting term.

We have attached a reminder of our expectations for uniform as well as the term dates for the forthcoming academic year and some Frequently Asked Questions. This information is also available on our website.

We will return on Week A on our timetable. Students should be on site no later than 8.35am. Please note the ASDA gates will not be open in the morning.

Below are the times of the school day:

<b>Times</b>	<b>Activity</b>
8.35am	Arrive at school
8.40 - 9.05am	Tutor time
9.05 - 10.20am	Lesson 1
10.20 - 10.40am	Break
10.40 - 11.55am	Lesson 2
12.00 - 1.15pm	Lesson 3
1.15 - 1.55pm	Lunchtime
1.55 - 3.10pm	Lesson 4
3.10pm	End of the school day

You may find the following Frequently Asked Questions useful in preparing for your child to return to school. There are more FAQs attached.

### **Should my child come in uniform or PE kit on the first day?**

All students should come in full school uniform. Students in the groups listed below will need to bring their PE kit with them on the first day back. New Year 7 students will not need to bring their PE kit on the first day.

9A (RFR)

11z/PeS (CWI)

11z/PeT (GDE)

11z/PeU (MEA)

9B (RFR)

### **What do I do if my child is ill?**

It is really important that students attend school everyday, even missing one school day can impact significantly on a child's progress. We want your child to progress so that they have the very best possible life chances when they leave school. Sometimes we can feel a bit off first thing in the morning

but you know yourself that once you are up and about, you feel a bit brighter and can get on with your day. If your child is too ill to attend school you must telephone the school before 8.45am to report their absence and explain the reason for their absence. You will need to report their absence each day before 8.45am until they are well enough to return to school. [Absence Reporting - The Roundhill Academy \(bepschools.org\)](https://www.bepschools.org/Absence-Reporting-The-Roundhill-Academy)

### **What do I do if my child has an appointment during school time?**

Appointments should be arranged outside of school time, wherever possible. We want to minimise any loss of learning or disruption to learning for all our students. Students leaving lessons or coming into lessons late can be disruptive for everyone. Where it is not possible to arrange the appointment out of school hours then please notify us in advance by completing the form for Planned Absence. Details can be found on our website on the [Absence Reporting - The Roundhill Academy \(bepschools.org\)](https://www.bepschools.org/Absence-Reporting-The-Roundhill-Academy)

### **Who do I contact if I have a concern?**

In the first instance concerns will be dealt with by the Tutor. You can contact your child's Tutor by emailing [office@roundhill.bepschools.org](mailto:office@roundhill.bepschools.org)

If the Tutor cannot resolve the issue or answer your query, this will be passed to the Head of Year. If the Head of Year cannot resolve the issue they will escalate this to the most appropriate member of the Senior Leadership Team depending on the nature of the issue.

Whilst staff will always aim to respond to parents as quickly as they can, please be mindful that staff will be in lessons with students throughout the day and therefore may not always be able to contact you the same day, this may sometimes take up to 48 hours.

### **What do I do if I want to see a member of staff?**

As a busy working school, our commitment is to students and therefore staff are not available to meet without prior notice. If you require a face to face meeting with a member of staff, this should be arranged in advance via an email or telephone call with reception so that we can effectively organise this around their commitments with students.

### **What do I do if I have a query but don't know who to ask?**

First have a look at the website, there is lots of useful information for parents on there. If you are unable to find the answer then contact [office@roundhill.bepschool.org](mailto:office@roundhill.bepschool.org) and our Reception team will direct your query to the right person.

We look forward to working with you all over the coming year.

Kind regards

Natalie Teece  
Headteacher