

Dear Parents/Carers

This attachment is long but contains essential information; the information in boxes is particularly important.

## 1. New School Term – September 2021

A staggered start is planned for September to enable the school to induct Year 7 and 12 students and test students on their return, in line with government guidance.

Please check arrangements for Monday 6<sup>th</sup>- 8<sup>th</sup> September using [this link](#) or by visiting the [school website](#).

## 2. Attendance and Punctuality

All students are expected to reach an attendance target of **at least 95%** for the academic year; 95% equates to 9.5 days absence. Regular or persistent absence from school will have a significant negative impact on your child's achievement and progress. Please ensure that your child attends regularly and promptly. As of September 2015, the Department for Education will consider an attendance of **90% or below** as persistent absenteeism and may result in students being asked to leave sixth form.

**School starts promptly at 8:35am.** All students need to report to form rooms at 8.35am for morning registration.

**Break and lunch times** - Sixth Formers will be allowed off site at break and lunchtime

Y13 Break 10:00am - 10:15am and lunch 12:15pm - 12:45pm

Y12 Break 11:00am - 11:15am and lunch 1:15pm - 1:45pm

## 3. School Dress

We have a sixth form dress code, which aims to:

- Promote sensible, safe and healthy practices
- Promote high standards of personal appearance

We expect students to:

- Choose sensible and appropriate dress, hairstyle and clothing for a school environment
- Wear an identity badge at all times when in the school building

Failure to meet our expected standards could lead to your child **being sent home to change.**

## 4. Mobile Devices

Mobile phones **should not be used or be visible** outside of the sixth-form-only areas and should not be used in any lessons unless students are invited to do so by a member of staff. As mobile phones are expensive and very desirable, the school cannot accept liability if they are lost or stolen when brought on site.

## 5. Parent App

At Meadowhead School, we endeavour to give our parents as much information as possible to assist them in supporting their children. We believe it is important to work closely with parents/carers and we are pleased to offer parents the opportunity to view online information

about their child's progress. Parents can also update their contact details via the app. For further information on how to download this app, please refer to the school website.

## 6. The Bursary and Free School Meals

Students whose parents receive the following support payments are entitled to receive the bursary and free school meals:

- Universal Credit (provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,480)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

In addition, the following students will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (ie primary or secondary)

For more information and how to apply for the bursary fund please follow this link to the school website - [16-19 Bursary Fund](#)

The Universal Credit rollout is currently expected to be complete in March 2023. In this respect, parents/carers may be assured that no child suffers any embarrassment in claiming a free school meal at the school. To apply, [please complete an online application form](#) available from the Sheffield City Council website: [www.sheffield.gov.uk/home/schools-childcare/school-meals.html](http://www.sheffield.gov.uk/home/schools-childcare/school-meals.html) or contact the school so we can apply on your behalf.

## 7. Change of Details

In order to fully comply with the law, we must ensure that the personal information and permissions we have on file are up to date for each student. Details may change for a variety of reasons and I ask that you notify us of any changes as soon as possible, especially contact telephone numbers. Families are encouraged to use our Parent App to update these details in the first instance – further details for this can be found on the school website. Alternatively, emails with any changes can be sent to your child's year group email, e.g. [Y12@meadowhead.sheffield.sch.uk](mailto:Y12@meadowhead.sheffield.sch.uk) , y13@.... etc and these will added to our database system.

It is very important that the school is fully aware of any medical condition that your child has, including medication required during the day. **Please ensure that any medication brought into school is labelled with your child's name, including inhalers.** Any prescription medication should be brought to reception staff who will arrange suitable storage and

provision. This will help us to ensure your child's safety at school as well as maximising full access to the whole curriculum.

## 8. Rewards

The school will continue to recognise and celebrate all students' achievements and successes no matter how large or small, regularly during the academic year through positive phone calls, letters home, regular written feedback, verbal feedback to students, and parents' evenings.

## 9. Photographs and Promotional Images

The school will regularly celebrate and recognise student achievement and, at times, will be invited to take part in a number of external events and initiatives where photographs or filmed images are required/taken of the students. In addition, such opportunities are often taken to use images of the students and the school for our own promotional or communications materials. All photographs and film taken will always represent individuals and the school in a wholly positive light. We will issue consent forms again during the first week of term, to ensure our records are accurate. **Please notify us of any changes during the school year.**

## 10. Independent Tasks

The school requires all students to complete work at home to a high standard.

**Students who regularly complete independent tasks to a high standard are more likely to make expected progress.** Study periods should be taken in the Sixth Form centre. Students should commit to independent study, moving beyond the syllabus to develop personal research interests. Students are expected to attend academic support sessions when invited by subject teachers. Academic support will be provided every Thursday between 3:00pm – 4:00pm. This will be an ideal opportunity for students to spend quite time on specific studying.

## 11. Daily Equipment

All students are expected to arrive at each lesson prepared and well equipped.

## 12. Student and Parent Voice

The school is keen to involve students and parents in shaping the future direction of the school and intend to consult on future changes and reviews of school policies. All students have the opportunity to contribute to debate and discussion and to make a positive contribution to the school community.

The school believes that working closely with parents/carers is essential if students are to be successful and achieve their full potential. Every child matters in our school. We hope that parents/carers will get to know the school and particularly the staff who work most closely with their son/daughter. We ask you to support your child's learning and to provide a setting at home in which your child can work. There will also be opportunities for you to become more involved in the life of the school.

**We expect parents to attend all parent evenings to receive vital feedback on their child's achievement and progress. The format of our parents' evening in light of COVID-19 is still undecided. Further details to follow in the new term.**

### **13. Chewing gum**

We ask students to support the school in ensuring that they do not chew gum in school. Each year a considerable amount of money is spent cleaning chewing gum from floors and under tables. Please note that all students are asked not to bring or share sweets/gum to school due to the associated risks of COVID-19.

### **14. Drugs and Weapons**

Any student caught in possession of drugs or a weapon in school poses a serious risk to others and is in serious breach of the school's behaviour policy. The school will not hesitate to involve the Police in such cases and there will be a serious risk of permanent exclusion.

### **15. Health and Safety**

Students will be required to sanitise their hands throughout the day. If your child has a skin condition which means that they are unable to use an alcohol hand rub please inform your year office i.e. [Y12@meadowhead.sheffield.sch.uk](mailto:Y12@meadowhead.sheffield.sch.uk)

If your child is showing any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste), we ask that you keep your child at home and get tested for coronavirus. Equally, if in school we suspect that your child is showing symptoms of coronavirus, we will have to isolate your child until he or she can be collected. Please be assured that we will do this in a sensitive way without causing your child further distress.