

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 6th- 8th 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 require schools to involve other agencies to support improvements.

Registration period starts promptly at 8:35am and all students must be in their form room by this time. Students who are late to school on more than two occasions in a week **will be issued a C3 detention (30 minutes).** **Persistent issues relating to public transport will be dealt with on a case by case basis.**

3. School uniform

We have a school uniform policy and dress code, which aims to:

- Give students and parents/carers clear guidance
- Ensure that we maintain a uniformed school reflecting the inclusive nature of the Meadowhead family ethos
- Promote sensible, safe and healthy practices
- Promote high standards of personal appearance

Guidance on our school uniform can be found on the school website to assist you in your purchases this summer. Please note that the Meadowhead sweatshirt is compulsory from September. This means that all students should have the sweatshirt with them every day. We would also ask that students do not wear hoodies to school at all. They should wear their Meadowhead sweatshirt and a waterproof jacket/coat should the weather require it.

Failure to meet our expected standards could lead to your child **being sent home to change or being isolated until appropriate school dress can be obtained.** We will temporarily loan items of uniform kept in school so that students are able to participate fully in timetabled lessons. All items loaned will be laundered and following strict Public Health guidelines.

4. Lunchtime arrangements

For safety reasons, all students are expected to remain on site at lunchtime. Students are supervised throughout the lunch period by senior and support staff. Dining facilities are comfortable, providing accommodation for students eating purchased meals and packed lunches. After eating, students can play or relax in the recreational areas. Please note that school will not be offering breakfast between 8:00am and 8:30am. **We operate a cashless system. Please ensure that SIMS pay accounts are credited with sufficient funds. Children eligible for free school meals will have their accounts credited daily.**

The free school meal entitlement (£2.10) is refreshed at the end of each day. Please be aware that any underspend is not carried forward to the next day.

Children whose parents receive the following support payments are entitled to receive 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 (i.e. primary or secondary)

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 or contact the school so we can apply on your behalf.

5. 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.**

6. 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. Y7@meadowhead.sheffield.sch.uk, y8@... etc and these will be 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.

7. Mobile Devices

Students are **not allowed mobile/smart phones, smart watches, iPods/MP3 players or any other mobile device** that is likely to distract them from learning in school. As mobile devices are expensive and very desirable, the school cannot accept liability if they are lost or stolen when brought on site. **In addition, these items if seen during the school day will be confiscated and returned at the end of the day.** Similarly, if students are seen wearing ear phones, they will also be confiscated and returned at the end of the day. Both offences will result in a C1 sanction. The school appreciates your support on this matter.

8. Rewards and Sanctions

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, certificates, assemblies, regular written feedback in books, verbal feedback to students, and parents' evenings.

However, we also recognise that sanctions are required at times and we use those common to most schools: detentions for missed work, report cards, and in severe cases withdrawal from groups. Our levelled consequences policy ensures that when our required high standards of behaviour are not met, these cases are dealt with quickly and firmly. Following behaviour resulting in a C3 detention, all students are to attend detention after school **without exception**. Failure to attend will lead to further sanctions including isolation from lessons and exclusion from school.

Please note that the behaviour policy is available on the school website, which provides information to all parents in advance of September. All students will be inducted to new ways of working at the start of the academic year.

9. 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, homework, achievements, and behaviour. 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.

10. Homework

The school requires all students to complete homework to a good standard. All students will continue to be set homework regularly, which can be monitored by parents through the parent app. Following consultation with staff and students we will no longer be issuing planners to students as all homework is uploaded onto ClassCharts.

Students who regularly complete homework to a good standard are more likely to make expected progress. Students who **persistently** fail to complete homework to a good standard will be required to attend a homework club. Parents will be asked to meet with key staff if homework is regularly not completed or handed in below the expected standard.

In the autumn term, we will be looking to introduce **Homework Clubs** from 2:45pm to 3:45pm for those students who regularly fail to complete homework. Parents will be notified if their child is selected for this intervention. In addition, faculties may also offer weekly homework support. We will publish all after school clubs and activities in the new term.

Please note that after school clubs will not be available until the end of September.

11. Daily Equipment

All students are required to bring a school bag with equipment needed for lessons.

PE kit: Meadowhead PE top and plain black shorts/leggings/track-suit bottoms, trainers/plimsolls, rugby shirt (boys). Full details are on the school's website.

Students can NO longer wear their PE kit on the days they have PE lessons. Students are asked to bring their kit in their school bags on these days and change at the start of the lesson.

Basic equipment: at least 1 black pen, 1 green pen, pencil, eraser, ruler, scientific calculator, glue stick and reading book for Year 7-9 students

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 parents to support the school in ensuring that children do not bring chewing gum to school. Each year a considerable amount of money is spent cleaning chewing gum from floors and under tables. If caught chewing, students will be asked to empty their mouth and will be issued with a C1. 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. Energy drinks/Water

Please be aware that energy drinks are not allowed in school and will be confiscated if seen and not returned. They contain high levels of sugar and caffeine which pose a health risk to young people if consumed regularly. High caffeine intakes in children and adolescents can also raise blood pressure and interfere with concentration at school. We ask all parents to discourage their children from purchasing such drinks and to encourage healthier alternatives.

We recommend all students to bring a beaker/bottle which can be refilled with water throughout the day at one of the water stations across the school.

15. 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 and there will be a serious risk of permanent exclusion in such cases.

16. 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. Y7@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.