

Dear Parents/Carers

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

1. **New School Term – September 2024**

Y12 students start on **Tuesday 3rd September 2024** at 10.00am. All other students return on **Wednesday 4th September 2024** at 8:35am.

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 will result in students entering a Cause for Concern process. Failure to respond to this may result in students being asked to leave Sixth Form.

Also in accordance with the ESFA (Education and Skills Funding Agency) 16-19 guidance a Sixth Form student must be considered to have withdrawn from Sixth Form where they have not attended classes for at least 4 continuous weeks excluding school holidays where there is no auditable evidence of an intention to return.

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:

- Be smart enough for study
- Wear their identity lanyard at all times when in the school building

4. **Mobile phones and earbuds**

Year 12 and 13 students are able to use their mobile phones in the **Sixth Form centre ONLY** but they **should not be used or be visible** in main school 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. Similarly, students are asked not wear ear phones/buds or air pods in main school as it sets a poor example to younger students. Please be aware that school will be taking a harder line regarding mobile phones in September. **If they are seen during the school day, they will be confiscated and returned at the end of the day.** Similarly, if students are seen wearing ear phones/buds or air pods, they will also be confiscated and returned at the end of the day. The school appreciates your support on this matter.

5. Meadowhead School App – Reach More Parents from Weduc

During the Summer term, we have been developing a new Meadowhead School App. The app will be a one stop location for all parents and it will provide access to:

- 1) My School Portal - to allow you to top up your school meal balance account and to pay for trips and resources.
- 2) Class Charts - to help you keep an eye on your child's homework, attendance, behaviour & timetable
- 3) SIMS - to help you keep personal data up to date and to view your child's reports
- 4) Parent School Cloud to allow you to book parent evening appointments.
- 5) School communications and updates
- 6) School Calendar and events

From September, all of our marketing updates and newsletters will be directed through the app. I would therefore encourage you all to download the app from google, to help keep you informed.

You should have received a letter via email which provides details on how to download the App and your Enrolment Code. Please do take time over the weekend to download the App. Information will be limited at the moment, but we will develop and build on this as we start the new academic year.

Support with the app will be available by emailing support@weduc.com. If you have any questions or do not receive any communication, please do not hesitate to contact our School Business Manager elliottk@meadowhead.sheffield.sch.uk

6. The Bursary and Free School Meals

It is important that students who are eligible for this bursary ensure that they access the funds to support all costs associated with their Sixth Form studies. The bursary can fund school lunches, equipment, travel, school trips, books, resources, stationery etc.

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

To apply for Free School Meals, please complete an online application form available from Sheffield City Council website: https://forms.sheffield.gov.uk/form/auto/apply_school_meals 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. Changes can be sent to your child's year group email, e.g. sixthform@meadowhead.sheffield.sch.uk and these will added to our database system.

<p>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 the Sixth Form centre where staff will arrange suitable storage. This will help us to ensure your child's safety at school as well as maximising full access to the whole curriculum.</p>
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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 parents' evenings to receive vital feedback on their child's achievement and progress.

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.

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. Vaping, cigarettes and lighters

These items are not allowed in school and any student vaping or smoking in school, at the school gates or on the way from home will be dealt with in a serious manner by the Sixth Form team. These items are a serious risk to the school community and if students are found in possession of them, they will be confiscated and not returned. Possession of these items in school may also result in a serious sanction.

16. Site Safety

The school perimeter is locked and secure throughout the school day. Students and visitors will be able to access the site using both gates in the normal way until 9:00am. After this time, Sixth Form students will be required to use their lanyard to gain entry via the gate to the right of the main car park gates.