

Dear Parents/Carers

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

1. New School Term – September 2024

Y7 and Y12 students return on **Tuesday 3rd September 2024**. Y7 students start at 8:35am and Y12 students start at 10am. 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. The Department for Education considers an attendance of **90% or below** as persistent absenteeism and requires 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. Every three lates to a lesson or school will result in a C3 detention (30 minutes).

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. 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. Free breakfast bagels are available each morning on year group corridors. **We operate a cashless system. Please ensure that [My School Portal](#) accounts are credited with sufficient funds. Children eligible for free school meals will have their accounts credited daily. The free school meal entitlement (£2.88) is refreshed at the end of each day. Please be aware that any underspend is not carried forward to the next day.** To apply please complete an online application form available from the 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.

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. **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. Please notify us of any changes as soon as possible, especially contact telephone numbers. 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, 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/ear buds/air pods, they will also be confiscated and returned at the end of the day. 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. 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

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 ClassCharts. All students will be issued with a homework folder at the start of term to support them with their personal organisation which they are required to have in school every day. It is important that students know and remember their ClassCharts log in and check daily on what work has been set. All students will be supported with this at the start of term.

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.

All year groups have a **Homework Club** from 2:45pm to 3:30pm for those students who need support 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.

11. Daily Equipment

All students are required to bring a school bag with equipment needed for lessons. The bag will need to be big enough to hold an A4 size homework folder which will be issued to all students at the start of term.

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 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, reading book for Year 7-9 students, water bottle.

12. Parents' evenings

We expect parents to attend all parents' evenings to receive vital feedback on their child's achievement and progress. All parents' evenings will be face to face from September 2024.

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.

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. 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 Year Team. They will be subjected to regular checks to ensure that banned items are not brought into school in the future. 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, all pedestrian access will be via intercom with the school reception. This will be located to the right of the main car park gates. In addition, the school car park will be managed by electronic gates locked from 8:15am onwards. Access into the car park after this time will be via the intercom too.