



January 2024

Dear Parents/Carers

### Start of the day information

I thought I would take this opportunity to go through our times of the day as a reminder for all, and tell you more about what we do within our form tutor time which takes place between 8.30am - 9.05am. We are spending time in school going through this again with students so that they are as fully prepared for their day as they can be, and so I thought it would be useful for parents to understand what we do during this part of the school day.

We ask that students arrive at school from 8.20am (unless catching the school bus) and are lined up in their year group area by 8.30am. School staff are out on duty from 8.20am and all tutors meet their tutees at 8.30am. At 8.30am the head of year will speak to the year group, give important notices and messages, and then form tutors take students to their form time session, whether in the tutor room or attending an assembly. Because of what we cover within form time, there is a tight turnaround at this point, so we do insist that students are on time and lined up at 8.30am. Where students are late, it really does disrupt their own access to this part of the curriculum, and also that of students who will have already started in those sessions.

Our form time sessions are an important time whereby we have a curriculum in place that students follow. At Key Stage 4, this includes preparing for college, including understanding the college/apprenticeship application process, and holding key information sessions about exams through our PATH sessions which are led by our Vice Principal, Mr Barton. Equally, as year 11 parents will know, we have also started our form time subject intervention sessions which are part of our preparation process in the run up to exams. Furthermore, years 7-10 have whole class reading and literacy sessions. The impacts of these are really crucial in securing all students' ability to read, decode, and analyse text; a key skill needed throughout all of school-life, and especially when in a timed exam condition where reading accurately and quickly is so important. Additional form time numeracy work is part of the curriculum to enhance students' ability to work with numbers and problem solve – again this takes place for all students through years 7-9 during form time. Each year group has an assembly each week during this time which is led by a range of staff depending upon the focus. This can include senior staff, heads of year, those leading Spiritual Reflection, visiting speakers, external college leaders at Key Stage 4 and a whole range of other activities.


Alongside this, we spend time in all year groups really focusing on our core values as a school and providing sessions through our Values in Action programme, and through our Spiritual Reflection time. These are where students consider issues happening in the community and the world around them, what values they hold or are developing, and how these impact upon the way in which they might respond to these. Again, the opportunity for students to discuss their views, to develop their discussion and debate skills, alongside gaining an understanding of what is happening within the community, the country and across the world at this time is a valuable part of our curriculum. Also, there are opportunities for students in year 7 to work through the Young Leaders' projects, for older students to work on their Duke of Edinburgh programme and student leaders to meet and discuss projects. Throughout this time, heads of year and pastoral managers are visiting their year groups.



At 9.05am the bell will sound and then students will move to their first subject lesson.

I hope that by giving parents a bit more of a view as to what we do at the start of the day, you are better informed as to what happens, and what is covered at this time. We appreciate all you do to ensure that your young person is fully prepared with their equipment and correct uniform and are present at school by 8.30am. It makes such a huge difference to the work we can achieve when we are not having to have conversations about these basic expectations, and really does free up staff to be able to continue to make a proactive difference to build on the work of the school.

Yours sincerely



Sadie Batstone  
Principal

