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Dear Parents & Carers of students joining us in Year 7

We are really looking forward to welcoming all our new Year 7 students for the start of the new term on Friday 1st September.

We know this is a really big event for these students, moving from a primary school where they know everyone to a larger Secondary school. Equally it is a really big event for parents, even more so when this is your first child to go to Secondary school. Everyone will be working hard to make sure the Year 7s students settle in as quickly as possible. We wouldn't be telling the truth though if we said that everything always runs smoothly. In every school in a new term there are teething troubles. What we can tell you is that we will work really hard to try and resolve any issues as best we can. To help us we need parents and carers to work with us, to let us know if they are concerned about anything, to keep communication open with us throughout the year and to trust in our experience. Sometimes we might not always make the decision that you agree with but we always make the decision that we feel is right for the students.

Below is some useful information to help you and your child prepare to be ready to start back to school.

New Academic Year 2023/2024

School re-opens for the new academic year on Friday 1st September. Students should be on the school site no later than 8.35am. School will finish at 3pm for all year groups.

Attached are the Term Dates for 2023/2024 and 2024/2025.

Arriving at School

Students should make their way to their Year group area when they arrive. Staff will be on hand to remind students where they need to be.

Bikes

If your child is coming to school on their bike please remind them about travelling at a safe speed through the car park and being mindful of cars and pedestrians. Students bringing bikes should ensure that they have a suitable lock. Bikes are left at the owners risk.

We strongly encourage all students arriving to school on a bike to wear a helmet and not to listen to music as they travel.

Please note that electric scooters and electric bikes are not permitted on site.

Year 7 will need a Packed Lunch for the First Day of School

Year 7 students will all need a packed lunch on Friday 1st September. Students eligible for Free School Meals will be provided with food and drink at lunchtime. You may wish to send your child with a snack for break if appropriate.

We have students and staff with nut allergies, please be mindful of this and avoid bringing nuts into school.

We will issue Year 7 students with a temporary Cashless Payment card until we have photos of all the students (this will take place on Thursday 7th September). Students will then be issued with their Cashless Payment card.

Parents and Carers will be sent their Log in details for Arbor – the Parent Portal (see information below) and you will be able to add money to your child's cashless payment account, for anyone choosing to purchase food in the canteen.

Uniform

The up to date Uniform list can also be found attached. Please ensure that your child is wearing the correct uniform and PE kit. Over the holidays, if your child has chosen to have their nails done or had facial piercings please ensure that these are removed before we return to school as these are not part of our Uniform Policy and sanctions will be given.

Could we draw your attention to the PE Kit.

Students will need to bring their kit to school and get changed into their kit on days when they have PE on their timetable.

Any students in 7C – Mr Traynor's Tutor group will need to bring their PE kit with them on Friday 1st September.

Timetables will be available for Year 7 students on Friday 1st September so they will be able to see when they have PE coming up.

Please ensure that you label every item of uniform and PE Kit clearly with your child's name.

School Photographs

We have the school photographer in school on Thursday 7th September to student photos. Don't worry we will ensure that any students that have PE will have their photos taken before their PE lesson. Further information on how to order your photos will be sent out nearer the time.

Arbor

We use Arbor in school for all our student information. Arbor also provides a Parent Portal and Arbor App which allows you to see like your child's attendance, what they bought from the canteen, their behaviour points, book Parents Evening appointments, make and receive In App messages. You may have used this previously at your child's primary school.

Once we have enrolled your child on the first day of term we can set up your access to Arbor and will contact you about how to log on.

Equipment

For students to be successful in their learning they need to come to school each day with the right equipment. Please ensure your child has a pencil case with the following items:

- A Casio scientific calculator for maths and science (Casio FX83GTX or the FX85GTX)
- Two pens (blue or black) for writing in your exercise books
- A purple pen for responding to teacher's feedback
- Two HB pencils
- A ruler, rubber and pencil sharpener
- Coloured pencil crayons – not felt tips
- A pencil case
- A small note book to jot down things you need to remember
- A refillable water bottle
- Cashless Payment card
- A school bag that will fit all your equipment plus an A4 folder
- A reading book

Catering – Breaks and Lunchtimes

Once your child has their Cashless Payment Card you will need to ensure that your child's account has sufficient funds on it for them to purchase any food they require at break or lunch.

There are occasions when a student does not have sufficient funds and whilst we do try to contact home, given the time restrictions of the break periods this isn't always possible. In addition, when you make your payment on Arbor Payments, it can take at least 30 mins to show up on our system. Where sufficient funds aren't showing on our system, we will always offer what we call a 'basic packed lunch'; this includes a sandwich or roll, fruit or cake and a bottle of water. We do this to ensure that students do not go without food and drink but also it keeps the additional costs on your account to a minimum so that we aren't encouraging further debt to be accrued.

We hope that you will support us with this by topping up your child's account in advance.

Please talk to us if you are finding things difficult.

Allergens & Dietary Requirements

You may recall being asked to complete a form for Allergens and Dietary requirements. Lots of you have already completed this information for us. If you have not yet completed the information on the link we sent out please could you do so before the start of term.

The link is below:

<https://forms.office.com/e/Y17n0wSxpG>

Absence

If your child cannot come to school because they are unwell or for any other reason, you must contact the relevant Head of Year on one of the following numbers either by text or voicemail as early as possible.

If you wish to speak to one of our Heads of Year for anything other than attendance please contact the main school office on 0116 264 1080

Year 7 – Miss Price and Miss Toon – 07849 700 640

Medication in school

If your child requires medication in school we will require you to complete a Medication form which is available from reception or you can email us and we can send you a form to complete. You will need to bring in a copy of a hospital letter if the medication is long term and we can then work with you to set up a Healthcare Plan.

Special Educational Needs and Disabilities Coordinator - SENDCo

We have a new Special Educational Needs and Disabilities Coordinator (SENDCo) - Genevieve Lovegrove. Mrs Lovegrove was previously our Head of English. If you have any SEND questions please contact Mrs Lovegrove at glovegrove@wreake.bepschools.org

Working with us

We are keen to work together with parents & carers to ensure that your child can be the best that they can be and leave school as a well rounded individual ready to take on the next steps in their life. Please talk to us if you have concerns, the earlier we are aware of a problem the sooner we can try to help.

Your child's tutor will be your first point of contact, or your child's Head of Year if your Tutor is unable to help. Please contact admin@wreake.bepschools.org or contact the member of staff directly.

We look forward to working with you and your child over the coming year.

Kind regards

Tim Marston
Headteacher