

September 2023

Dear parents/carers

Welcome back and to the first update of the new academic year '2023 / 24'. Students have been working hard already and the behaviour in and around school has been excellent.

Please can we take this opportunity to ask parents for your support in reinforcing our high levels of expectations and ongoing commitment to ensuring all students, staff and parents are kept safe. Please see below some main points you may find useful.

## Uniform & Equipment

- Branded school skirts only should be worn, and these must not be rolled up.
- Year 11 must wear their jumpers at all times and Year 7-10 must always wear their blazers and not have their sleeves rolled up.
- As the weather turns colder, students may opt to wear the logo-ed Arthur Terry black jumper under their blazer, but no other jumpers or cardigans are allowed. We also encourage students to wear an appropriate waterproof and warm coat (hoodies are not permitted)
- No facial piercings are allowed.
- School ties are available to buy from our suppliers Clive Marks or Crested Schoolwear, should they be lost. Unfortunately, we do not have a supply for students to borrow. We recommend labelling all items of school uniform, as this enables us to return items to the students should they lose them.
- A full list of equipment for students is on the school website, or alternatively by clicking the link below.  
<https://arthurterry.bham.sch.uk/files/2022/07/Uniform-List-2022-3.pdf>
- There will be no requirement for students to bring in props for drama, these will be supplied by teachers as and when required.

## Reception

Can we remind parents that we do not accept items (e.g., books, PE kits, coats) into Reception unless urgent (e.g. medication). This also applies to general messages for students. Please endeavour to make any necessary arrangements with your child before the school day begins. This helps keep disruptions to a minimum during lessons.

Please can we also remind parents to provide their child with a drinking bottle as cups cannot be provided.

This is especially important in hot weather.

## Medication

If you would like spare medication to be kept in the office for your child, please complete a Medication Administration form and return to the main school office along with the medication. These are available from the Reception Team.

Should you wish for this, there is a criteria that will need to be met:

All medication needs to be:

- Prescribed by a doctor/GP.
- In its original packaging including dosage and dispensing label
- Within the expiry date

All medication needs to be accompanied by a **newly** completed parent consent form. Please note the school are not permitted to hold a spare inhaler/EpiPen for generic use.

The Arthur Terry Learning Partnership, a charitable company limited by guarantee,  
registered in England and Wales, company number 07730920.

Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ  
CEO Richard Gill, NPQH, NLE, FRSA

### **Re-focus Time**

Detentions continue to be set and held on the same day. All detentions are added to Go 4 Schools so parents are aware

### **Attendance**

If a student is going to be absent from school due to illness, then a parent or carer must inform the school via the Studybugs App or via the Studybugs widgets on the school website. **If a parent or carer doesn't notify the school in a timely manner, the absence will be classed as unauthorised. Please note that unauthorised absences from school, may lead to legal action being taken against you.** The parent/carers will need to explain fully the reason for their child's illness. We are unable to accept single word responses such as unwell or ill.

**Failure to report a child's illness before 8:30am may result in a truancy message being sent home, phone calls from the attendance team and an unauthorised absence mark.** If a parent/carers does receive a truancy message, they must reply swiftly to support the safeguarding procedures the school is required to follow.

**Students are expected to arrive on time every day to school by 8.45am for registration.** The morning register will be taken at 8:50am after the second bell. Any students who arrive after this time will be coded as L and will be issued with a same day 30-minute detention.

Students who arrive after 9:10am will need to enter school through reception and speak directly to the Attendance Officer. The student will be marked as U (Late) and this absence will be marked as unauthorised. The Headteacher may require further evidence to authorise an absence and if this is the case the attendance team will be in contact. Medical Evidence will be required in cases of illness which are 5 continuous days or longer.

To notify the school of any appointments, please email [Attendance@arthurterry.bham.sch.uk](mailto:Attendance@arthurterry.bham.sch.uk) attaching appropriate evidence, further information is provided on the school website <https://arthurterry.bham.sch.uk/parents/attendance/#attendanceillness>.

Please refer to the whole school attendance letter regarding leave taken during termtime, more information can be found on the school website <https://arthurterry.bham.sch.uk/parents/attendance/#attendanceillness>. If you have any concerns or questions relating to attendance please contact the Attendance Team via email, [Attendance@arthurterry.bham.sch.uk](mailto:Attendance@arthurterry.bham.sch.uk).

### **Curriculum**

We encourage parents/carers to visit the school's website where information can be found about the school curriculum. Each subject page details what is taught across each year so that parents/carers can support students by discussing their learning with them at home. There is a section on the Arthur Terry Learner which we use in school to promote effective life-long learning habits. Information can also be found about the Personal Development and Careers curriculum which is vital in the development of our students into well-rounded members of society.

### **Go4Schools**

To register for Go4Schools for the first time visit Go4Schools on the school website <https://www.go4schools.com/sso/account/login?site=Parent&returnUrl=https%3A%2F%2Fwww.go4schools.com%2Fparents%2Fdefault.aspx> and sign up using the email address you provided to the school when your child enrolled with us. The layout of this page will look slightly different if you access the site on your phone to on a laptop or other device.

If you have registered for Go4Schools but cannot remember your password, you can select the 'forgotten password' option on the webpage and follow the guidance provided. We do not currently use the app so you will not be able to access information this way.

### **Road Safety**

Please can we ask all parents/carers to remind students about the need to be careful when cycling to school. Historically we have had reports of students weaving in and out of cars along Kittoe Road when approaching school, causing danger for both them and other road users.

## Arthur Terry Site

### Access

Access to Arthur Terry is via Beaton Road, and we operate a one-way system. Please note, if you do drive along Kittoe Road towards the school here is a 'no entry' sign preventing you from entering. *We are currently having building work done on the site that is causing some disruption, this is due to be finished by the end of September.*

### Drop-off

There is a drop zone on site, however access is limited, and the school site gets very busy with staff arriving for work. If your child is unable to walk or cycle to school, there is the option to drop your child on Clarence Road and for them to walk through the path between Clarence Road and the school site.

### Front of School

We would politely ask that you do not park at the front of school as this is for permit holders, and delivery/emergency vehicles only.

At the end of the school day, the front of school is coned off for the safety of students, staff, and visitors, please do not move the cones if you are picking children up. Access to the top carpark from Kittoe Road is not permitted and is signposted as a **NO ENTRY**. Please also ensure the drop off/pick up area remains clear.

If you have an appointment during the school day you can park in any designated area on site, excluding the front of school. **Blue Badge Holders:** There are several marked bays for blue badge holders at the front of school.

### 6<sup>th</sup> Form Students

6<sup>th</sup> formers must confirm their vehicle details to the 6<sup>th</sup> form team and park at the foot of the all-weather pitch.

As ever, we request that visitors are sympathetic to our residential neighbours and do not block or turn around on their driveways. Local roads are 20 MPH zones, and our on-site speed limit is 10MPH. The safety of our children and visitors to school is of the utmost importance to us and we are eager to reduce any possible difficulties.

## THINK BEFORE YOU PARK. YOU COULD ENDANGER A CHILD'S LIFE

### Emailing School

The fastest and most efficient way to get an email to the relevant department and teacher is via the relevant Year Group email address for your child. We would encourage you to use this for any pastoral issues you may have.

Please see below a list of the year group emails for your convenience. We endeavour to respond to all emails within 48 hours; please be mindful we will not be able to put calls through to teachers during the school day as staff will be teaching.

[Year7@arthurterry.bham.sch.uk](mailto:Year7@arthurterry.bham.sch.uk)  
[Year8@arthurterry.bham.sch.uk](mailto:Year8@arthurterry.bham.sch.uk)  
[Year9@arthurterry.bham.sch.uk](mailto:Year9@arthurterry.bham.sch.uk)  
[Year10@arthurterry.bham.sch.uk](mailto:Year10@arthurterry.bham.sch.uk)  
[Year11@arthurterry.bham.sch.uk](mailto:Year11@arthurterry.bham.sch.uk)  
[Year12@arthurterry.bham.sch.uk](mailto:Year12@arthurterry.bham.sch.uk)  
[Year13@arthurterry.bham.sch.uk](mailto:Year13@arthurterry.bham.sch.uk)

For more generic enquiries (e.g., curriculum-based questions, Go4Schools, Finance) please use the enquiry@ email address below.

[Enquiry@arthurterry.bham.sch.uk](mailto:Enquiry@arthurterry.bham.sch.uk)

## **Twitter/ Facebook**

The school advertises many of its events and important dates on Twitter and Facebook - Please follow us - Arthur Terry School @ArthurTerrySch & Arthur Terry School on FB.

## **Home School Communication**

All information for parents will be emailed home to parents/carers who are listed as Priority 1. In exceptional circumstances we will also text to the mobile numbers listed against priority 1.

If you are not receiving communication from us, please contact us via [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk)

## **Assessment Weeks**

Over the course of the academic year, we are bringing in 3 assessment weeks where students will have the opportunity to sit assessments under a high level of control (similar to external examination conditions). They will take place in classrooms and be supervised by our teaching staff.

This will enable our students to demonstrate the progress they are making throughout the year, building up knowledge and skills, which will then form the basis for our "upgrade" work in lessons where we will address any "gaps" or "misconceptions" in student knowledge.

During each 'assessment week' our normal lesson timetable will be collapsed, and students will have a one-week block focussing on preparation for and completing a variety of practical, online, and written assessments.

After each assessment week progress grades will be available on Go4Schools along with an attitude to learning grade for you to access and discuss with your child. In order to facilitate the assessment week school will finish at 2.35pm instead of 3.05pm for each one-week period.

Assessment weeks for Year 7 – 12 are scheduled for:

13<sup>th</sup> November

26<sup>th</sup> February

17<sup>th</sup> June

Year 11 and 13 students will have an extended assessment period and start sitting trials in the week preceding each assessment week. During the trial week students will finish at the normal school time of 3.05pm. During the assessment weeks they will finish school at 2.35 pm.

Year 11 and 13 trials will take place in the Sports Hall or other large examination spaces to replicate the conditions students will experience in the summer.

Year 11 and 13 will start 6<sup>th</sup> November.

Year 11 and 13 will start 19<sup>th</sup> February.

We wish all of our students well and look forward to working with them to achieve their full potential and supporting them to make progress, ready for their next steps.

Thank you for your continued support.

The Arthur Terry School