



11th August 2021

Dear Parents/Guardians,

School Operations Update: school day timings, school bells, introduction of student ID items, new year group pastoral teams, catering provision and weekly bulletin (2021-2022)

I hope you are all enjoying the summer break. I am looking forward to welcoming all students back on-site for the new academic year. In the meantime, I have some important operational updates to share with you.

Taking into account the recent ease in restrictions, we are delighted to inform you that the school day timings (see below) will be returning to normal from the start of the new academic year. Tutor period will revert to its normal time (8.45 – 9.05) and we have removed all staggered year group exits from the school site at the end of the day. Students will now exit the site together as normal at 15.00.

Please note, we have also introduced school bells to the school day to signify key timings and help support students transition from lesson to lesson. A bell will sound at the start and end of every lesson, and a bell will also sound 5 minutes before the end of each recreational time, signifying to students that they must start transitioning to their lesson (*before school at 8.40, during break at 11.20 and during lunch at 13.55*).

School day timings – 2021-2022

Breakfast club - 08:00 - 8.30 (*open to all year groups - based in the Key Stage 3 restaurant*)

Please note: all students must be on site by 8.40am.

Start time - 08:45

	Start	End
Tutor time	08:45	9:05
Lesson 1	09:05	10:05
Lesson 2	10:05	11:05
Break	11:05	11:25
Lesson 3	11:25	12:25
Lesson 4	12:25	13:25
Lunch	13:25	14:00
Lesson 5	14:00	15:00

End of school day - 15:00

Enrichment clubs and intervention – 15:00 – 16:30

Introduction of student ID cards and lanyards

We are introducing student ID lanyards this year. The primary reason for this is to continue to safeguard our students and to ensure that staff can clearly identify students on-site.

John Ferneley is committed to ensuring the protection and welfare of all students, staff and visitors. All students, staff and visitors have an equal right to a safe environment to learn, teach and visit regardless of age, gender, ability, culture, socioeconomic status, race, language, religion or sexual identity.

Please see overleaf....

From Wednesday 25th August 2021, students are required to wear their red ID lanyard every day in school, with their ID catering card attached. All students will be provided with their new lanyard and ID card on their first day back.

The wearing of the lanyard and ID card **is compulsory and must be worn at all times when on the premises (excluding PE / practical lessons)**. The lanyard should be worn around the neck, on the front of the body and on the outermost piece of clothing. The ID must be visible and not covered. We would be grateful for your help and support with this matter.

Please note, should students require a replacement lanyard or ID card at any stage, requests will need to be placed with their tutor during tutor time and the first replacement will be free of charge. Any replacements thereafter will be chargeable (50p lanyard, and £1 ID card) and payment must be paid via the school gateway payment system. This is to encourage students to take responsibility for their belongings. These orders will be actioned over a 24-48hr period.

Introduction of red student folders

To help support our students with their learning, we have invested in a 'red curriculum A5 folder' for each student to use from the start of the year. The primary aim of this folder is to help support students with their learning by providing a 'central file' for all subject related help-sheets, to insert a copy of their individual timetable, to insert teacher work-related feedback and to record and monitor homework.

The use of this folder is also one way that we, as teachers and parents/guardians, can encourage and monitor the organisational skill of being prepared for daily classes, tests, activities and important school events.

We, as staff, feel we are meeting the needs of our students to set goals, to plan ahead and to be prepared and organised for the school day. **This folder is to be brought to all classes every day.**

We hope that you can support us in ensuring your child/ren bring in their red curriculum folder to school, in their school bag, every day. All students will be provided with their curriculum folder when they return to school.

Pastoral support – new year group teams

As well as your child's tutor, our new Head of Year team will be on hand daily to answer your queries and help support your child in school from the start of term.

Please be aware that our Head of Year staff members are also teachers and may not be able to respond to your queries straight away. However, they will always aim to get back to you as soon as possible. Please see key contact details on the **school website > main menu > school information > pastoral student support > <https://www.johnferneley.org/pastoralteam>**.

Catering provision

A reminder that **we will no longer operate a pre-ordering catering system**. All students will be required to revert to their catering cards to access the food service on-site upon returning to school. If your child has misplaced their catering card, please do not worry, as we will be distributing new cards to all students on their first day back. For more information, please revisit our **recent letter** sent home on 24th June 2021 - read [here](#).

Weekly bulletin for parents/guardians

To help improve communication and to regularly signpost key dates and school events I will be sharing a weekly one-page bulletin with all parents/guardians (via email) every Friday. Please keep an eye out for my first bulletin on **Friday 27th August**. Alongside this we will continue to share our end of term newsletter (Ferneley News).

Yours sincerely,

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