



Dear Parents/Guardians,

We are looking forward to welcoming your child into school next week. As we approach the new term we wanted to ensure all of our new families are aware of some key points below.

Return to school -Tuesday 29th August.

Students will be required to head straight to their tutor rooms – attached to this letter is a list of tutor groups and rooms to go through with students. There will also be plenty of staff available to help support directing students too most tutor groups will have been in their tutor rooms during induction day. Please support us with a prompt start to the year ensuring students are in school by 8.35am.

School Day – Timings

Activity	Time
School day starts - bell rings guiding students to move to their tutor rooms	8.35 – 8.40
Tutor time/Assembly - students need to be at their tutor rooms by the time the second bell rings at 8.40	8.40 – 9.05
Movement to Lesson 1	9.05 – 9.10
Lesson 1	9.10 – 10.10
Lesson 2	10.10 – 11.10
Break	11.10 – 11.30
Lesson 3	11.30 – 12.30
Lesson 4	12.30 – 1.30
Lunch	1.30 – 2.05
Lesson 5	2.05 – 3.05
After-school activities	3.05 onwards

The school bus companies are aware and adjusted bus times accordingly.

School Gateway

We are planning on transitioning to a new platform over the coming weeks but during this period we will still be using School Gateway. Please see below for steps you will need to take.

1. Download the School Gateway App
2. Input your phone number and email address (this will be to be the one provided to us)
3. Click the reset pin button
4. You will then be sent a pin to your phone, please enter this into the app and you will have full access.
5. You can use this app to load money onto your students card, pay for trips, access timetables and achievement points.
Click here for a guide and support
<https://www.johnferneley.org/attachments/download.asp?file=2378&type=pdf>

If you have any issues with this over the weekend please ensure your child brings cash (to load onto their cards) or has a packed lunch for the first few days they will receive their lanyards first thing on Tuesday morning.

Dropping off and collecting your child by car

Parents/guardians or friends dropping off students can access the school car park in the morning between 8.10am – 8.30am and can use the bus bay for drop-off purposes only. The school car park is for staff members only. Disabled access parking is available at the top of the car park. The school car park is not accessible to parents/guardians at the end of the day for pickup. Please make alternative arrangements, whilst being courteous to our neighbours who live very close by.

Home School Agreement

Please find included with this letter our Home School Agreement. Please spend some time reading this through with your young people to ensure all parties understand the commitments on both sides.

Our whole school community is looking forward to welcoming you into school and working with you during the academic year ahead.

Yours sincerely,
Christine Stansfield
Executive Headteacher