



Dear Parent/Carer,

### **Attendance Matters**

As you will be aware, one of our key priorities this year has been improving attendance. As a result, we have developed an 'Attendance Matters' strategy that focusses on supporting students to attend school every day through mentoring, additional support, a whole school challenge to be here all of the time and lots of positive rewards for improving attendance and also for always attending.

Over the next two weeks, we will be having a range of rewards, including Amazon vouchers, VIP lounge treats and other rewards like jump the lunch queue and also free lunches for some students.

For your child to qualify for these rewards, they need to be in school.

Teachers will be issuing rewards for students who have improved attendance, have shown excellent attitudes to learning, have demonstrated the 4Rs and are making positive choices, like being in school.

Please can I ask for your support in ensuring that as a whole school, our attendance continues to improve. The way that you can help us with that, as parents, is ensuring that your child attends school every day and meets our expectations.

Attendance is hugely important at this time of year and lessons are very much still focussed on learning and teachers are delivering core curriculum knowledge that will help and support your child to continue to develop their knowledge and understanding in each subject.

### **Final day of term**

A gentle reminder that our final day of term will be Friday 21 July. Students will be allowed to leave school from 12.30pm, which is traditional in most schools and something we would like to continue to allow.

There will be farewell assemblies and time in tutors in the morning of the final day. We will also be giving out rewards and vouchers for things like 100% attendance.

### **The start of term in September**

It is worth noting that we start back on Wednesday 6 September 2023. The start times for students are shown below:

**Year 7:** Arrive from 8.45am at main reception. Period 1 and 2 will involve a welcome and time with their tutors to help with transition to secondary school. From period 3, Year 7 will be in normal lessons.

**Headteacher:**  
**Mr R Adams**

Wolverhampton Road, Stafford, ST17 9DJ

**Tel:** (01785) 258383

**Email:** office@smhs.staffs.sch.uk

**Year 8 – Year 11:** Arrive from 10am in the usual way and make their way to the main yard, for 'line up.' Period 2 and 3 will involve students having their timetables from tutors. Students will also attend welcome assemblies. Normal lessons for Year 8-11 will begin from period 4.

### **Timings of the school day from September 2023**

As previously shared in my recent letter to parents and carers, the timings of the school day will be changing slightly from September. These are outlined below for your convenience.

<b>Time</b>	<b>Activity</b>
8.30am	Main gates open
8.40am	Students are expected to be in school
8.42am	Students should begin to line up
8.45am	Start of line up
8.50am – 9.15am	Tutor period
9.15am – 10.15am	Period 1
10.15am – 11.15am	Period 2
11.15am – 11.30pm	Break time
11.30am – 12.30pm	Period 3
12.30pm – 1.30pm	Period 4
1.30pm – 2.15pm	Lunch time
2.15pm – 3.15pm	Period 5

### **School Uniform expectations from September**

Please can I remind families of the school uniform expectations from September and share the usual link which outlines this in full on the school website here: <https://www.staffordmanorhighschool.com/uniform>

### **Daily Uniform expectations**

- **Blazer** – black with SMHS logo
- **Trousers** –should be tailored trousers, with a zip, side seam and be full leg length. **Please note: under no circumstances will leggings or jeans be allowed in school.**
- **Skirt** – black, must be knee length.
- **Shirt** – white with collar must be fastened to neck and tucked in.
- **Shorts** – black tailored shorts will be added to the school uniform from September 2023, as part of our school uniform during warmer weather. The school will advise all parents and students when the weather is warm enough for shorts to be worn. This is a change as a result of student and parent feedback but will not come into effect until next academic year.
- **Footwear** – sensible all black footwear with no coloured logos, markings or laces
- **Socks/tights**
- **Tie** – SMHS tie
- **Jumper** - A plain black V-neck jumper may be worn under the blazer but must not come below the length of the blazer and cannot be worn as an alternative to the blazer. Hoodies cannot be worn as an alternative to a V-neck jumper.

- **Facial piercings** – students should not wear facial piercings to school. If students have a facial piercing, then they should replace this with a clear retainer bar.

**Failure to wear school uniform will result in a detention for incorrect uniform.** Please support our uniform policy. Having a uniform and wearing it correctly is an important part of being ready to learn.

### **Daily equipment expectations**

- **Pencil case** – all students must ensure that they attend school every day with a pencil case with a pen, pencil, eraser, ruler, sharpener and calculator.
- **Reading book** – all students should attend school with a reading book that they can choose from the school or rising brook library, or bring in from home.
- **Bag** - students should ensure that they carry a bag to school each day which they case use to take equipment, books, work and PE kit to and from school.

**Failure to bring daily equipment to school will result in a detention for not being ready to learn.**

### **Key Dates for the rest of the summer term**

Wednesday 12 July:	Year 11 Prom 6.00 p.m. to 11.00 p.m.
Wednesday 19 July:	Whole School Activity Day – students to attend in full PE Kit
Friday 21 July:	Awards Presentations for students
Friday 21 July:	Students to leave at 12.30 p.m.

Yours faithfully

Rhys Adams  
Headteacher