



Ms Sue Lovecy, Head of School

12<sup>th</sup> July 2021

Dear Parent or Carer of Year 8,

I would like to introduce myself as the new head of year 9 from September 2021. It will be my privilege to guide and support the students through the challenges as they approach key stage 4. As such, I am making some minor, but important, changes which I will outline in this letter. I also wish to reiterate some key information to ensure a smooth transition to year 9.

I would like to take this opportunity to highlight our expectations regarding uniform from September. Whilst we have been sympathetic during the pandemic, we will be expecting all students to adhere to our normal uniform policy in September.

### Form groups

There will be some change to the form groups going into September 2021 and in some cases new members of staff joining the school will join our year 9 team. These changes will not impact core teaching groups, including English and maths and the tutor groups will continue to be of mixed ability.

I would like to reassure you that we have made every attempt to ensure that every student has at least one student from their friendship group. However, I would also like to reiterate that the purpose of tutor time is to support academic studies as well as pastoral support and this should be a purposeful 20 minutes in the morning to prepare pupils for the day.

### Uniform

The uniform policy is available for your perusal on the school website <https://www.stmartins3-16.org/parents/uniform/> . For clarity, I would like to make the following points clear:

- Trainers of any description are not allowed to be worn in school. Students should be wearing shoes. If you would like clarity before you purchase the students' shoes, please refer to the school website or feel free to email me.
- Acrylic nails and false eyelashes are not to be worn in school.
- Leggings, jeans, stretchy skirts and jogging bottoms are not school uniform. Students should be wearing a tailored school skirt or tailored school trousers.
- Piercings should be a small ear stud; no other piercings are allowed.



Ms Sue Lovecy, Head of School

### Communication

All communication should, in the first instance, be directed to the form tutor. If they are unable to answer the enquiry, they will escalate the issue to me and I will contact you. Please be aware that the form tutors and I have full teaching timetables, but we will always respond to you as soon as possible.

### Mobile phones

Mobile phones should be turned off and stored in students' bags if they wish to bring them in to school. At no point should students use their phones during the school day. If they need to contact parents/carers, they can either ask at reception or see their form tutor. If a student is found using their phone, it will be confiscated. Should this reoccur, students will face further consequences and we may ask parents to attend school to collect their phone.

I hope that, by outlining these guidelines before the end of this academic year, you will be able to prepare students for the year ahead appropriately. The next academic year will be challenging and rewarding for all students; I wish to help every student achieve their full potential. Please feel free to contact me with any queries on [jed.machin@stmartins3-16.org](mailto:jed.machin@stmartins3-16.org).

I look forward to working with you all in the coming year.

Your faithfully,

Mr Machin  
Head of Year 9