



NOTTINGHAM  
FREE SCHOOL

September 2016

Dear Parent(s)/Carer(s),

Welcome to a new academic year at Nottingham Free School! It is always great to see our students back after the summer break, and especially so to see the new year 7 students who have settled so quickly. Our students have all made a positive start to their lessons and have entered into their studies and enrichment lessons with focus and enthusiasm.

This year we also welcome lots of new staff:

Mr C Brummitt	Teacher of maths
Mrs Clarke	Teacher of drama
Mr P Coppack	Teacher of PE
Miss N. Fletcher	Catering assistant
Mrs E. Howard	Assistant Headteacher
Mr M. Hurst	Teacher of geography
Mr W. Shacklock	Receptionist and midday supervisor
Mrs K. Singleton-Jones	Teacher of PE
Miss E. Weir	Teacher of science
Miss H. Wood	Teacher of English
Mr S. Wright	Teaching Assistant and midday supervisor

I would also like to send our congratulations to Mrs Khan, who had a baby girl over the summer break. Mrs W. Fitzgerald will be covering the finance assistant role during Mrs Khan's maternity leave.

It is always a very busy time at the start of the year, with lots of new information so please read the items below in order to ensure you have the full picture on various aspects of school life:

### **Attendance**

Good levels of attendance at school are vital for every student. We aim for all students to have at least 98% attendance. If your child is ill please ring the school reception, preferably before school starts. Please try to avoid making medical appointments during the school day, but be aware that your child's attendance will be affected if they miss their register mark at 8.15am or 1.20pm. Appointments made in between these times will not affect their attendance. If you request any time off school for any other reason you must complete a leave of absence form, available from reception or on the school website. Please note that we do not authorise any holidays taken in term time and you may receive a fine. Our term time dates are all on the school website.



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### **Study support**

All students have been given a homework folder in order to help organise their pieces of work. This folder should be kept in their bags every day and be used to store new and completed tasks. As part of developing self-organisation skills we encourage students to label the wallets with each of their subjects.

### **Dinner money and bus payments**

If you are new to the school and have not received information about making dinner and bus payments please see the school website for the information sheet [www.nottinghamfreeschool.co.uk/page.php?p=canteen](http://www.nottinghamfreeschool.co.uk/page.php?p=canteen). This term we are finalising the details in order to introduce a new online payment system and details will be made available as soon as the arrangements are in place.

### **Lockers**

Lockers have been introduced to all year 7 students and from conducting student voice in the past we know that the students really value having these available. However, students who repeatedly lose or forget their key have a big impact on our receptionists. Therefore, we have introduced new procedures to try to help students be more organised with their key.

#### **For students who forget their key:**

1. Students have 1 strike per term - one opportunity to forget their key.
2. On this strike, the locker will be opened once to access their items and will then be locked shut at the end of the day when empty.
3. Students have 1 week to locate their key - the locker remains locked at all times during this week.
4. If the key is lost - they will be given the spare and the £5 deposit is lost.
5. If the key is forgotten again, the locker will not be opened until the key is found or reported lost after 1 week.

#### **For students who lose their key:**

1. Students have 1 week to locate their key - the locker remains locked at all times during this week.
2. If the spare key is lost, the locker is opened once and then locked empty. A new key will only be released when a further £5 deposit is given to reception

### **School Website**

All letters sent home and key dates are on our school website. Future newsletters will only be provided electronically on the school website and a text message will be sent to inform you when it is uploaded. Most items can be found under the information tab.



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### **Uniform Policy**

Just a reminder that our guidance on the school website on hair styles and colour is as follows:

Hairstyles and hair colour should not be extreme. Parents should consult, in advance, with the Head of Year if they are unsure as to the suitability of a change of style. The school shall be the arbiter of the term 'extreme'.

As part of this we do not allow students to have their hair or sections of their hair to be dyed with a non-natural hair colour.

### **Future key dates**

- 23/9/2016 School photographs – the photographer will take an individual photo of each student. Please email the school office [contact@nottinghamfreeschool.co.uk](mailto:contact@nottinghamfreeschool.co.uk) if you have more than one child in the school and would like them to have a photograph together.
- 6/10/2016 Student review day – students only attend school with their parent(s)/carer(s) for a short meeting with their tutor to review and set targets. Tutors will make contact directly to organise appointment times.
- 21/10/16 Last day of school before half term
- 31/10/16 First day back after half term
- 23/11/2016 Parent Forum – focus to be decided