



Southend High School for Girls

AN ACADEMY GRAMMAR SCHOOL

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE, NPQEL

Thursday, 21 July 2022

Dear Parents, Carers and Students,

I am writing to remind you about our start of term arrangements for September.

First Day of Term Monday 5th September 2022

Year 7 Students

Students in Year 7 should arrive from 8:00am and be on site no later than 8:30am. Year 7 students will be met at the gate by members of the Pastoral Team and the Middle School Prefect Team. They will be directed to the canteen and will be accompanied by prefects to their tutor room.

Timings for Monday 6th September for Year 7 students

08.00-08.30	Arrival and registration in the canteen
8.30-09.00	Registration with Form Tutor in tutor room
09.00-10.00	Headteacher Assembly
10.05-11.05	Tutor time
11.05-11:25	Break Time
11:25-12:00	Tutor time
12:00-13.25	Extended (first two weeks) lunch
13:25-14:25	Tutor time
14.25-14.30	Movement Time
14.30-15.30	Period 5

Year 12 Students

Year 12 students should arrive from 8:00am and be on site no later than 8:30am. Year 12 students will be directed to the main school hall.

GCSE results day reminder for current Year 11s

Further details regarding the arrangements for the first day and week will be provided on GCSE results day when students confirm their A Level subjects.

Students can collect their GCSE results from the school canteen, entering via the patio doors, at 9am. Please remember that it is essential that students confirm their A Level subjects in the Sports Hall before they leave.

Students in years 8,9,10,11 and 13

Students in Years 8,9,10,11 and 13 should **arrive at break time (11.05am)** and go directly to their Tutor Room (a list of Tutor Rooms is attached to this letter). Staff and prefects will direct students to their tutor rooms. Please be aware that, as stated in the Headteacher letter in July, the school building will only be open to students in these year groups from 11.05am and students should not arrive on site before this time.

Please note that there is no parking for parents available on school grounds and it will not be possible for parents to enter the site. Students will be greeted by staff and prefects at the front entrance gates and directed.

Telephone: 01702 588852

Email: office@shsg.org Web: www.shsg.org

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	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
8.00-8.30	Arrival					Arrival	
8.30-9.00	Registration					Registration	
9.00-10.00	Assembly					Tutor time	
10.05-11.05	Tutor time					Assembly	
11.05-11.25	Break	Arrival				Break	Arrival
11.25-12.00	Tutor time	Tutor time				Tutor time	Tutor time
12.00 -12.25	Lunch	Remote whole school assembly					Remote whole school assembly
12.25-1.25		Lunch					
1.25-2.25	Tutor time						
2.25-2.30	Movement time						
2.30-3.30	Period 5						

Catering Arrangements and Dinner money

For students returning to school

We will be operating a full catering service effective from Monday 5th September. Please ensure that your child's Parent Pay account has sufficient 'Dinner Money' funds available.

A maximum overdraft limit will be set for all students at £10. Please therefore check your child's dinner money balance on a regular basis to ensure that their account remains in credit as they will be refused food if they have spent over the £10 maximum overdraft. To assist with this, the 'Auto Top-Up' feature offered by Parent Pay is a very useful feature as it will ensure that your child's account is topped up when it is running low. Further information on how to do this can be found [here](#)

For Students who are new to the school

Before Monday 5th September, please ensure that your child's Parent Pay account has been activated and that 'Dinner Money' funds have been applied as our system usually operates on a cashless basis. This system uses biometric technology that recognises your child's thumb print at the tills in the canteen.

There will be several opportunities during the first week of term for each new student to have their biometric thumb print taken if this has not already taken place. All of this will be organised by staff.

We will be accepting cash for a limited time during the first week only and would recommend that you send your child to school with a small amount of cash until their thumbprint has been taken. The price of a hot meal is £2.95. Please ensure that your child brings coins rather than large bank notes as there will only be a limited amount of change available. Alternatively, they are of course welcome to bring a packed lunch.

Once they have had their thumb print taken, they will be able to take full advantage of the cashless system with immediate effect.

If you have any questions regarding the activation of your child's Parent Pay account, topping up funds or the biometric technology, please do not hesitate to contact Mrs Croysdill, the Finance Officer at kcroysdill@shsg.org

There is a maximum overdraft limit for all students, and this will be set at £10. As above, please check your child's dinner money balance on a regular basis to ensure that their account remains in credit as they will be refused food if they have spent over the £10 maximum overdraft. To assist with this, the 'Auto Top-Up' feature offered by Parent Pay is a very useful feature as it will ensure that your child's account is topped up when it is running low. Further information on how to do this can be found [here](#)

If your child is currently entitled to Free School Meals, please contact Mrs Croysdill to ensure that she is aware. She has sent a Microsoft for completion to the parents of all new Year 7 students. Please ensure that you have completed this and returned it to her.

If your child is joining in Year 12 and they are entitled to free School Meals at their current school, please contact Mrs Croysdill to ensure that she is aware.

Please note that students should not bring any snacks containing nuts or eggs onto the school site.

Travel arrangements

We are expecting public transport and the CSSE bus companies to be operating as normal in September. We encourage parents to check the appropriate transport company websites to confirm travel arrangements for their child. The transport links can be found here:

[Schools – Stephensons \(stephensonsofessex.com\)](http://stephensonsofessex.com)

[School bus run | Maymist Coaches Ltd](#)

[School Coach Routes to CCHS, KEGS and Southend High School for Girls \(amicoaches.co.uk\)](http://amicoaches.co.uk)

Student Wellbeing and Parent Communication

Should your daughter/son have any concerns or queries at the start of term, please encourage them to speak to their Form Tutor in the first instance, or they can contact their Pastoral Support Officer via the year group Pastoral Office. The email addresses for the relevant Pastoral Support Officers are provided below. Parents can contact their child's Pastoral Support Officer if they wish to discuss any concerns regarding their daughter/son prior to the return to school.

Mrs Bernier	cbernier@shsg.org	Year 7, 8 and 9
Mrs Rooke	arooke@shsg.org	Year 7, 8 and 9
Mrs Poxon	cpoxon@shsg.org	Years 10 and 11
Mrs Hopkins	phopkins@shsg.org	Year 12 and 13

INSET Non-Student Day: 30th September 2022

Please note that the school will not be open to students on 30th September 2022 as this is a teacher INSET day.

Student Medication

Students should bring with them any medication that needs to be kept in school, and this should be given to their Pastoral Support Officer (Mrs Rooke, Mrs Bernier or Mrs Poxon) on the first day. If there has been a change to your daughter's medical information that we need to be aware of please email your daughter/son's Pastoral Support Officer with any updates.

For any SEND updates, please email Mrs Griffiths at SENDCo@shsg.org

ParentPay Reminder

We strongly recommend that Year 7 and Year 12 parents set up their ParentPay account before their child starts school. ParentPay details were sent out with previous admissions communications. For any ParentPay queries please contact kcroysdill@shsg.org

Mobile Phones

Students in Years 7-13 are permitted to use their mobile phones in designated areas and in accordance with the school's policy. Mobile phones may be used in lessons under the direction of the teacher for educational activities only.

Timings of the School Day from September

A reminder is provided below. Please note that the school day starts at 8.30am. All staff and students must be on site by this time. Students must be in their tutor room by 8.35am. The Form Tutor will take the register at 8.35am. The student entrance gate will close at 8.30am daily. Any student not on site by 8.30am is late. Late students must enter the school via reception and sign in on the touchscreen, supervised by their Pastoral Support Officer. The school day finishes at 3.30pm.

08.30am	The school day starts
08.35-08.55	Registration
08.55-09.00	Movement time
09.00-10.00	Period 1
10.00-10.05	Movement time
10.05-11.05	Period 2
11.05-11.25	Break
11.25-12.25	Period 3
12.25-13.25	Lunch
13.25-14.25	Period 4
14.25-14.30	Movement time
14.30-15.30	Period 5
15.30	End of school

PE

Students are not required to bring their PE kit for the first day of term. Form Tutors will issue students with their timetable during tutor time on the first day and they will then be able to pack accordingly for the rest of the first week.

Lockers

Lockers will be available for students to use and organised on the first day back with their tutor.

I look forward to welcoming all students back to school on Monday 5th September 2022.

Yours sincerely,



Mrs A Lemman
Assistant Headteacher