



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 and Carers,

First Day of Term Arrangements for Year 7 pupils Monday 5th September 2022

We are looking forward to welcoming Year 7 on the first day of term for pupils, **Monday 5th September 2022**. Our intention is that all pupils will be able to start together on the first day, with Year 7 arriving early at the start of the day, and pupils from other year groups arriving mid-morning. Year 7 will therefore have some time to familiarise themselves with the layout of the school buildings before the rest of the school arrives.

In this letter I have included the Year 7 programme for the first day. On 5th September your daughter should arrive at school no later than 8.30am. 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. Pupils will be greeted by staff and prefects at the front entrance gates and shown where to go.

Timings for Monday 5th 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 7 Tutor Bases 2022-23

Tutor Group	Form Tutor	Tutor Room	Location
7APH	Miss Casson	MS	Media Studio (science corridor)
7ART	Mr Peugniez	MU1	Music Department
7ATH	Miss Hull	BIO3	Biology top science corridor
7AUR	Mr Gilson	11	Tower building
7HRA	Miss Dawkins	MU2	Music Department
7HRM	Mr Hollick	M4	Maths Block

Telephone: 01702 588852

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

Registered in England Company No: 07487455

Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust



What to Bring on the First Day

Students will need to bring a packed lunch (nut and egg-free please), water bottle, pencil case and notepad with them on the first day. Pupils who wish to purchase lunch from the canteen during the rest of the first week will need to bring an amount of cash with them until they have been registered on the system for cashless catering.

Pupils are **not** required to bring their PE kit for the first day. Their Form Tutor will issue them with their timetable during tutor time on the first day and pupils will then be able to pack accordingly for the rest of the first week.

Pupil Medication

Pupils 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 or Mrs Bernier) 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 Mrs Rooke with any updates arooke@shsg.org.

ParentPay Reminder

We strongly recommend that parents set up their ParentPay account before their child starts school. ParentPay details were attached to the letter informing parents of their child's Tutor Group. For any ParentPay queries please contact kcroysdill@shsg.org.

Mobile Phones

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

Timings of the School Day

Please note that the school day starts at 8.30am. 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.

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 – Stephensonsofsex.com](http://stephensonsofsex.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)

I wish you a lovely summer and look forward to welcoming your daughter to the SHSG family in September.

Yours faithfully,



Mrs A Leman
Assistant headteacher

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