



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

Monday, 24th July 2023

Dear Parents, Carers and Students,

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

First Day of Term Wednesday 6th September 2023

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 directed to the canteen and will be accompanied by prefects to their tutor room.

Timings for Year 7 only Wednesday 6th September 2023

8.00 – 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.

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.

	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					

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 shown where to go.

Catering Arrangements and Dinner money

We will be operating a full catering service effective from Wednesday 6th September. Please ensure that your child's ParentPay account has been topped up and that they have sufficient dinner money available. Please ensure that your child's account is topped up on a regular basis and that it is no more than £10 in arrears at any point during the year.

If you have any questions about dinner money or Parent Pay accounts, please do not hesitate to contact Mrs Croysdill, the Finance Officer at kcroysdill@shsg.org

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

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.

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

Friday 22nd September - Non-Student Day

Please note that Friday 22nd September is a staff inset day, the school will not be open to students on this 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, Mrs Poxon or Mrs Hopkins) 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.

SEND students

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

Pupils are permitted to bring their mobile phones to school. Phones must be switched off and out of sight before entering school grounds. Phones must be switched off and out of sight during the school day. This includes before school, during registration, during break time, lunch time and after school. Mobile phones may be used in lessons under the direction of the teacher for educational activities only. Please note that smart watches, fitbits and other similar items are not permitted.

Uniform

The uniform policy is attached to this letter. For Years 7-11: Please note that coloured nail varnish is not permitted. False, acrylic or gel nails are not permitted, and nails must be of a sensible length for health and safety reasons. False eyelashes are not permitted. Please ensure that your child starts school in September wearing the correct uniform.

Timings of the School Day

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. School will end 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, for new starters these will be allocated on the first day of term. We recommend that a combination lock is purchased for the use of lockers.

I look forward to welcoming all students back to school on Wednesday 6th September.

Attachments to this Email

1. **Parent calendar and a list of important dates**
2. **Trips Programme for 2023/24**
3. **School Uniform Policy**
4. **Form Tutor List**

Yours faithfully,



Jason Carey
Headteacher