

20 March 2024

Dear Families,

I hope this letter finds you well. We are including quite a lot of information in this letter so please do get in touch if you need help or clarification about anything.

Firstly, the timings of the day. We have been trying to manage the end of the day and buses this year with us having the Burnley High finish time in the middle of ours. It does make the bus space a real challenge as we really end up sharing buses at both finish times. To help with this we are going to move our end times slightly to allow our younger students to be on buses before Burnley High finish.

From **Monday 25th March** years 7 and 8 will finish school at 2:50pm and years 9 and 10 will come out just after 3pm. This should mean all students get on their way home more quickly and on slightly quieter buses.

The finish time for year 11 will remain the same; 3:45pm.

As a one off, year 11 will finish school at 3:15pm on the last day of term, next Thursday 28th March.

In terms of the start times for school we have breakfast club for all from 7:45am each morning. The bell then goes at 8:30am to direct all students to go straight to form. Students need to be in school at this time. Any student not in form by the 8:40am bell is classed as late and will receive a detention. Some students are catching buses to school which leave them with a matter of 2 minutes or so to get into school and class, and they are therefore almost always late. Please can you ensure your child catches an earlier bus if this is the case. If you need any support organising buses and getting your child to school on time, do contact their Head of Year.

Thank you for your support in trying to ensure all students have bags in school for their equipment and phones. It is proving more successful in avoiding students going on their phones in the toilets during class etc... Please keep reminding your children if they need to get in touch with you during the school day they should not use their phones, but ask their Head of Year to help with this.

Finally, below are some details around our absence procedures, please read carefully.

We do need you to inform us before 8am if your child is too unwell to come to school. This must be done on each day of their absence. You can report an absence through the Shuttleworth College app. Alternatively, you can ring into school on the main school number and option 3.

If we have not heard from you and your child is not in school we will contact you by text message initially and then by phone if you do not respond. This will include phone contact with all other emergency contacts if we are unable to contact the main carer. If we are still unable to make contact, we will conduct a home visit.

If your child is off for 2 days in a row, in line with our safeguarding procedures it is normal for us to conduct a home visit on the third day of expected absence to check in to see if they need any support returning to school. We will send a text message to our priority one contact for the child letting them know that the visit will be taking place the following day. This visit will be within the first few hours of the working day and therefore may coincide with your child returning to school. If they have already set off to school when we arrive to visit, we will catch up with them on their arrival in school.

We know that most children are only out of school when they are genuinely ill and our processes are in place with the best of intentions to ensure children are safe, accounted for and able to access their learning as soon as they are well enough to. Where a child has an ongoing medical condition more personalised arrangements are made around reporting absence or longer absences, these still stand.

As I said at the beginning of the letter, any questions about anything here please do get in touch. I do hope you all get to have some time together as families over the Easter period. It is a relief to have the longer days arriving and some glimmers of sunshine!

Take care everyone, and a final reminder that we return from Easter on Monday 15th April at 8:30am.

Kind regards,

Many thanks



Ruth England

Headteacher