



2 September 2022

Dear Parent/Guardian

Welcome back to the new academic year 2022-2023, we hope you had a lovely break and are now starting to think about returning to school.

Please take some time to read through this letter as it goes through important information you will need to know.

The new school day

As you know from the consultation the structure of our school day has now changed. Please find below the new timings.

Monday to Friday		
Tutor	8:40 – 9:05	
Lesson 1	9:10 – 10:10	
	Break	Lesson
Lesson 2a	10:10- 10:25	10:30- 11:30
Lesson 2b	11:15-11:30	10:15- 11:15
Lesson 3	11:35 – 12:35	
	Lunch	Lesson
Lesson 4a	12:35 – 13:05	13:05- 14:05
Lesson 4b	13:40 – 14:10	12:40 – 13:40
Lesson 5	14:10- 15:10	

Starting School

The new school term begins on Monday 5 September. To enable us to support the new year 7 students, we will have a staggered start to the day:

- Year 7: students to be in school to begin at 8.40am and you will go straight into the sports hall for assembly with Miss Ryan
- Year 8 students to be in school to begin at 10.15am, you will go straight to tutor.
- Year 9 students to be in school to begin at 10.15am, you will go straight to tutor.
- Year 10 students to be in school to begin at 10.15am, you will go straight to the main hall for assembly
- Year 11 students to be in school to begin at 10.15am, you will go straight to the main hall for assembly

The first day of term will begin with a focus on restart messages, orientation, and administration (e.g., distribution of new timetables) with formal lessons commencing from period 4

Uniform

As of September, students should attend school in full school uniform every day.

High expectations of uniform are of extreme importance, and we find that students who wear the school uniform properly have a sense of pride and feel very much part of the school community at Maiden Erlegh School in Reading. I would like to reiterate our expectations around uniform.

- Trouser/skirt colour should be grey/charcoal;
- Skirts should be knee length and trousers loose fitting and long enough to reach their shoes;
- Students should wear school shoes. These should be smart formal black shoes;
- Students can wear coats to and from school, but not inside the building. Outdoor jackets do not include **hooded sweatshirts**;
- Students should wear blazers at all times in school unless they are told otherwise;
- One small silver/gold stud in each ear lobe only; no other jewellery should be worn to school;
- No make-up except light foundation.
- Nails should be of natural length and colour;
- Hair should be a natural colour

If you have any issues with purchasing uniform ready for Monday 5 September please email the office on meroffice@maidenerleghtrust.org and your child's Head of Year will be in touch.

Equipment

High expectations of equipment are also paramount and students should be properly equipped for learning. If you are equipped, you are ready to learn and engage with lessons. As part of the R2L (Ready to Learn) initiative, we encourage students to remember that a student who **'PREPARES'** is a student who will succeed.

'PREPARES' is the acronym we use to recall the equipment they need in school: **pen; pencil; eraser; pencil; a green pen; reading book; excellent uniform and specialist equipment** (calculator, protractor, compact sharpener, glue stick and highlighters). As part of our R2L initiative, we will run regular equipment checks daily in tutor and spot checks throughout lessons to reinforce the high expectations we have around equipment.

Punctuality

At Maiden Erlegh School in Reading we want to ensure we provide the best education possible, this can only be achieved if students attend regularly and on time. We expect all students to arrive and be on school site by **8:35am** (if they arrive after this they are classified as late to school) and then in their tutor ready for learning at **8:40am**. Poor punctuality is not acceptable and students who arrive late both to school and to lessons disrupt the learning of others. A build-up of lateness within a day and/or unacceptable patterns of lateness over a period of time will result in the school putting consequences, along with support in place.

We are looking forward to seeing you on Monday 5 September.

Yours Sincerely,

The Pastoral Team