



13 September 2023

Dear Parent/Guardian,

I'd like to take this opportunity to welcome your child to their final academic year at Maiden Erlegh School in Reading. It goes without saying that the year ahead is the most important year to date, and with this in mind it's imperative that students return rested and prepared.

Attendance and Punctuality

Particularly in Year 11, we ask that students take full responsibility for their punctual arrival to Tutor, and thereby punctual arrival to school. With their GCSE examinations set to start at 9am and preparatory sessions beginning from 8am, we urge students to start the academic year as they mean to go on. Lateness to Tutor, is lateness to school.

It is imperative that students are **in Tutor daily by 8.40am**. Students need to be on site by 8.35am at the latest, with those needing to go to their lockers expected to arrive earlier, allowing ample time to organise themselves. It is the student's responsibility to ensure they are present and punctual, to ensure they hear key communication – pastoral and curricular.

Should your child be unwell, **absences must be reported by 8.30am** to ensure they are coded correctly. These should be reported to Attendance, and not to your child's Form Tutor as outlined in the school's policy.

Uniform

High expectations of uniform are of extreme importance. Pride in uniform reflects pride in one's self. All students are expected to wear full school uniform on return in September.

- **All** students must **own and wear a blazer at all times**, in school, unless they are told otherwise; this is **compulsory** uniform. The school's sweater is **optional**.
- Students should wear black school shoes. These should be smart, formal shoes. **Trainers, canvas shoes, Crocs and/or sliders are not permitted.**
- Trousers/skirt colour should be grey/charcoal
- Skirts should be knee length.
- Trousers should be loose fitting and reach their shoes; cropped trousers are prohibited.
- Students can wear coats to and from school but not inside the building. Outdoor jackets do not include hooded sweatshirts.
- One small silver/gold stud in each ear lobe is permitted; no other jewellery should be worn to school.
- No make-up is allowed, except light foundation. False lashes or extensions are not permitted.
- Nails should be of natural length and colour or extensions are not permitted.
- Hair should be of a natural colour.

Equipment

In order to avoid disruption to learning and so that all students are able to promptly engage with lessons on arrival, please ensure that your child brings their own equipment to school daily.

Students should arrive daily with a sensibly sized school bag, complete with any exercise and/or text books for the day. The minimum expectation with regards to compulsory, standard equipment is as follows:

- Pen (s)
- Pencil (s)
- Rubber
- Ruler
- Green pen (s)
- Specialised equipment (calculators etc.)

Pencil cases can be purchased from Student Services for £2. Each holds the necessary equipment. We advise, if you are unable to supply your child with the list of stationery above, that they purchase this provision on their return.

Pastoral Team

I would like to take this opportunity to confirm the Year 11 Pastoral Team for the new academic year. In the first instance, please contact your child's Form Tutor for Pastoral Support. Should further support be necessary, enquiries may be directed to me as your child's Head of Year. All correspondence can be sent to MERoffice@maidenerleghtrust.org.

- **Head of Year 11:** Mrs Cotton
- **11G1:** Mrs Thompson-Delpleche
- **11G2:** Mr Mitchell
- **11P1:** Mr Selby
- **11P2:** Mrs Trafford (Mondays), Mrs Agarwal (Tuesdays – Fridays)
- **11T1:** Ms Headley
- **11T2:** Mrs McCarthy (Mondays, Tuesdays, Thursdays and Fridays), Mrs Lutton (Wednesdays)

Key Dates

The following dates will be important for both you and your child in the weeks and months to come. PPEs for many, will inform predicted grades on their applications for Post 16 education; it is important that students prepare for these learning and progress checkpoints, taking the year seriously from the outset and working consistently throughout the academic year.

- 14 September 2023 - Year 11 Information and Destinations Evening
- 06 October 2023 - Maiden Erlegh Trust Higher and Further Education Fair
- 31 October 2023 - PPE 1
- 14 December 2024 - Year 11 Progress Evening:
- 29 January 2024 - PP2

Mindset

As we enter the final year, I would like for all parents to encourage their children to adopt a growth mindset. A growth mindset is resilient; it is open to challenges, welcomes feedback and seeks new opportunities. It is more difficult to adopt and sustain than a fixed mindset, but it is the perspective and attitude that will lead them to success.

Every student has time to improve, time to consolidate and time to secure and, with the encouragement of school and home, I firmly believe all Year 11 will leave with a wonderfully bright future ahead. Please communicate with the school over the months to come and we will do our best to support your child – personally and academically.



Wishing all students the very best as they write their final chapters at Maiden Erlegh School in Reading.

Yours sincerely

A handwritten signature in black ink, appearing to be 'A Cotton', written over a white background.

Mrs A Cotton
Head of Year