



Date: 17th July 2023

Dear Parent/Carer,

We will be breaking up for the summer holidays on **Friday 21st July between 12:30 and 12:50pm**. Students who have Free School Meals will be able to get their lunch at break time. Years 7,8 and 9 will be dismissed via Holly Lane gates, Year 10 via Marshall St gates. Please remind your child to return straight home or to another place of safety that you have arranged. Students are not to go to the park or wander the streets.

We return to school in **September** as follows:-

Year	Date	Time	Gate	Where
7	Tuesday 5 th September	8:45am	Holly Lane/Marshall St	Line up under bike sheds
8	Wednesday 6 th September	8:45am	Holly Lane/Marshall St	Line up under bike sheds
9	Wednesday 6 th September	8:45am	Holly Lane/Marshall St	Straight to form rooms
10	Wednesday 6 th September	9:45am	Holly Lane	Line up under bike sheds
11	Wednesday 6 th September	10:30am	Holly Lane	Line up under bike sheds
12	Tuesday 5 th September	9:30am	Holly Lane	Straight to F Block
13	Tuesday 5 th September	8:45am	Holly Lane	Straight to form room

Gates – Please note, from September:- Years 7, 8 and 9 students only will leave school via Holly Lane gates.

Years 10 and 11 will leave via Marshall St gates.

Years 12 and 13 can use the most convenient gates, however please note that if they have home study they must enter and leave during the school day via Holly Lane.

All students can enter school in the morning using Holly Lane or Marshall St gates. Please note Marshall St gates are closed at 8.45am.

A reminder to parents and carers that you **MUST NOT** drive down the school drive to drop off or pick up your child please. Please also be mindful of the safety of children when you pick up your child.



Attendance and Punctuality – Please ensure that your child knows how long it will take to walk/travel to school and if appropriate the different bus times. Please discuss with your child the time that they need to get up in a morning and leave for school and ensure that they are up in good time. It is essential that students arrive to school on time and are in their form rooms at **8:45am**. If parents/carers are dropping students off, please ensure they are dropped off before 8:40am. Our school site is open from 8:00am and breakfast can be purchased from the main canteen at this time.

Attendance to school every day is vital to ensure a student does not miss out on any learning experiences. We know that sometimes children feel under the weather, but it is important where possible to ensure your child attends school and not to have unnecessary absence from school. All students should be aiming for 100% attendance and punctuality. Any absence must be phoned in every day.

Uniform and equipment – Please ensure your child has the correct uniform and equipment for the start of school in September. A reminder that blazers must be worn at all times; footwear must be shoes; hoodies are not allowed. Please see our website for more detailed information regarding our uniform and equipment standards and expectations. You will also find details of uniform providers. If you require assistance with uniform, our website gives details of how and where you can get support. <https://holly-lodge.org/wp-content/uploads/2023/06/Support-for-School.pdf>

Student contact information – In September we will be sending home a data sheet in order to check that address and phone number information for children is correct. If, during the summer holidays your information changes, please ensure your child has these details ready to hand in on the first day in September.

Class Charts and Parent Pay – In September, we expect all parents and carers to be signed up to Class Charts (for behaviour and attendance information) and Parent Pay (to top up dinner money and pay for school visits and other events). All families have been sent log in information and details. If you still require support with this, please email sshinh@holly-lodge.org

Safety during the summer holidays – Please take the time to discuss with your child how to keep themselves safe during the summer holidays, especially if they are out and about with friends or spending anytime online. For further support and information see our website and the West Midlands Police website.

Summer School activities – A reminder that there are a number of summer school opportunities on at Holly Lodge over the 6 weeks holidays. Please visit our website to sign your child up.

<https://holly-lodge.org/wp-content/uploads/2023/07/Summer-Camp-2023.pdf>

Yours sincerely,

Mr Iqbal
Headteacher