



Date: 17th July 2024

Dear Parent/Carer,

As we step closer to breaking up for the summer holidays, it is important that we all reflect on what has been an amazing, busy and productive year for all of our school community. It has been wonderful to see so many students and staff take part in opportunities and activities outside of the daily timetable and curriculum and we hope that this continues next year.

We will be breaking up for the summer holidays on **Friday 19th July at 12:30pm**. 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 3 rd September	8:40am	Holly Lane	Line up under bike sheds
8	Wednesday 4 th September	8:40am	Holly Lane Marshall St	Line up under bike sheds
9	Wednesday 4 th September	9.30am	Holly Lane Marshall St	Line up under bike sheds
10	Wednesday 4 th September	10:45am	Holly Lane Marshall St	Line up under bike sheds
11	Wednesday 4 th September (students not on Work Experience)	11:30am	Holly Lane Marshall St	Line up under bike sheds
11	Monday 9 th September (students on work experience)	8.40am	Holly Lane Marshall St	Straight to form
12	Tuesday 3 rd September	9.10am	Holly Lane Marshall St	Straight to F Block
13	Tuesday 3 rd September	11.00am	Holly Lane Marshall St	Straight to form room



External exam results

We are looking forward to celebrating with Years 11, 12 & 13 students, their exam results in August. Please see dates and times below:

Year 13 Level 3 Exam results will be available from 8.00am on Thursday 15th August.
Year 12 AS level results will be available from 10.30am on Thursday 15th August.
Year 11 GCSE/Level 2 from 9.00am on Thursday 22nd August
Year 12 resits from 10.30am on Thursday 22nd August

Year 11 Work Experience

Students who are going on work experience Mon 2nd Sept – Fri 6th Sept are advised to check their up to date employer information on Unifrog, ensuring they know time to start, what to wear, where to go. School will also monitor this and will be in touch before and during the work experience week. If you have any concerns do not hesitate to contact Ms Williams at school williams19@holly-lodge.org.

Students who are not going on work experience are to return to school on Wednesday 4th September at 11.30am, as outlined above.

All year 11 students are to return to school and be in form rooms at 8.45am on Monday 9th September.

Gates – 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 at the school gates.

Attendance and Punctuality

Thank you for your continued support around Attendance and punctuality, we continue to see an improvement in attendance as most year groups are now above 95% for their attendance to date. Attendance is big part of the DfE's priorities from September and as we have said in the previous email, families will now be at risk of a higher fine for missing 5 consecutive school days. This is something we want to avoid but attending school is a priority for your child and will help them with their final outcomes. The support we offer will be making calls, sending letters and doing home visits to pupils we have concerns over but also ensuring that we can support you. Please ensure if your child is off from school that you let the school know but where possible get the pupils into school as every minute does matter for their learning. You should contact the school via the school phone number and leave a message with you child names, form group and reason for being absent. All requests for time off from school or medical appointments should be submitted at least 48 hours before the planned absence. We will not though authorise family holidays.

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. The figures below does highlight the amount of days missed and how many lessons this can actually mean when not being in school.

Please do support with attendance and ensure pupils are in school. Parents are welcome to talk to Mr Burke or Mr Robinson about attendance and punctuality if they have any concerns or use the school website.

Attendance Figures at Holly Lodge	Equal too	Amount of lessons missed and weeks/days at Holly Lodge
95%	=	48 Lessons missed each year 8 days in total or 1 week and 3 days
90%	=	96 Lessons missed each year 16 days in total or 3 weeks and 1 day
85%	=	144 Lessons missed each year 24 days in total or 4 weeks and 4 days
80%	=	192 Lessons missed each year 32 days in total or 6 weeks and 2 days (1/2 a term)

Uniform, equipment and standards – 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.

<https://holly-lodge.org/uniform/>

If you require assistance with purchasing uniform, you can find information on the Sandwell Council website

<https://www.sandwell.gov.uk/schools-education/help-buying-school-uniform>

PE Kit - Please ensure that your child's PE kit aligns with the below specifications by the start of the new term in September. Uniform items with the school logo can be purchased from our supplier, Gogna.



Our school uniform policy for the PE kit is as follows:

- HLHS Short sleeve PE polo top in black
- Plain black shorts, joggers or sports leggings
- Trainers
- Optional – HLHS long sleeve PE top in black (no other long sleeve top is acceptable)
- Not allowed – any other sports jackets, hoodies or jumpers. If students wish to, they can wear a blazer over their PE shirt.

Mobile Phones - A reminder that mobile phones are not permitted on the school site, this includes before and after school and as soon as students step through the school gates, phones, headphones and any other electrical items should not be on show. If they are seen, they will be confiscated and parents will need to come into school to collect them.

Makeup, Nails and Jewellery - Parents are asked to ensure they are clear about our expectations around haircuts, make up and nails, jewellery and accessories, as outlined on our school website.

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 kburns@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 <https://www.westmidlands.police.uk/>

Summer School activities – A reminder that there are a number of summer school opportunities on at Holly Lodge over the 6 weeks holidays. There is still time to sign your child up for some of them. Please visit our website <https://holly-lodge.org/>

We would like to thank everyone for their continued support and hard work and wish you all a safe and happy summer holidays. We look forward to seeing everyone in September.

Kindest regards