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17<sup>th</sup> July 2017



Dear Parents/Carers,

As we approach the end of the academic year, I write to share the arrangements for the end of term and for our return in September.

**End of Term Arrangements – Friday 21<sup>st</sup> July**

The last day of term for students will be Friday 21<sup>st</sup> July. Students will be dismissed home from school by 1:15pm. A lunch provision will be available for any free school meal students, which can be collected at break time.

**September Return Arrangements – Wednesday 6<sup>th</sup> September**

**Year 7 & Sixth Form (Years 12 & 13) students only** will return to school on Wednesday 6<sup>th</sup> September. These students are to arrive at school for **8:40am**. Sixth Form students will have Sixth Form Induction Interviews with Mr Weaver and collect their timetables.

**Years 8, 9, 10 and 11** will return to school at **8:40am on Thursday 7<sup>th</sup> September**. Students will report directly to their tutor rooms for an extended Academic Tutorial, where timetables and planners will be distributed. Lessons will commence during Period 1 as per the normal school day.

In line with our schools safeguarding procedures, all students, except Sixth Form, will be required to stay on site to ensure that we can guarantee your child's supervision and safety throughout the school day as part of our duty of care.

**Times of the School Day September 2017**

<b>Year 7 - 11</b>	
<b>Arrival time in school 8:40am</b>	
<b>Registration</b>	<b>8:45am - 9:05am</b>
<b>Period 1</b>	<b>9:05am - 10:20am</b>
<b>Break</b>	<b>10:20am - 10:35am</b>
<b>Period 2</b>	<b>10:35am - 11:50am</b>
<b>Period 3</b>	<b>11:50am - 1:05pm</b>
<b>Lunch</b>	<b>1:05pm - 1:45pm</b>
<b>Period 4</b>	<b>1:45pm - 3:00pm</b>
<b>Official end of the school day</b>	<b>3:00pm</b>
<b>Additional after school provision</b> Intervention Clinic / Extra-curricular activities / Independent study and homework provision.	<b>3.00pm - 4.00pm</b> <b>(As required)</b>

<b>6<sup>th</sup> Form</b>	
<b>Transport to other schools will run before this time according to the mini bus timetable.</b>	
<b>Registration</b>	<b>8:45am - 9:05am</b>
<b>Session 1</b>	<b>9:05am - 11:35am</b>
<b>Break</b>	<b>11:35am - 11:50am</b>
<b>Lunch</b>	<b>11:50am - 12:30pm</b>
<b>Session 2</b>	<b>12:30pm - 3:00pm</b>

**Goodbye to Staff**

I would like to take this opportunity to say goodbye to the following staff who leave us at the end of term, and send them our very best wishes for the future. We say goodbye to Mr Blanche (Teacher of English), Mr Corns (Head of Media Studies), Mr Culverhouse (Assistant Headteacher), Miss Dijoux (Teacher of MFL), Mrs Lindlahr (Sixth Form Progress Manager), we wish them all good luck as they take up their new positions in their new schools / roles.

Mr Moren (Teacher of History) and Mr Dunn (Teacher of Science) are also retiring, respectively after 15 & 2 years of service to Coppice, I would like to thank them both for their exceptional commitment and work throughout their years at Coppice.

Mr Dodd is stepping down as Head of Moseley House; he will remain at Coppice in the PE department. Mrs Dulai will be Head of Moseley House from September 2017.

We wish Miss Athersmith (Teacher of Humanities) and Miss Ireson (Head of Health & Social Care) the very best for their new arrival as they both commence their maternity leave.

## School Uniform Advice

Detailed below are specific requirements of our uniform policy (full Appendix attached), this has been clearly published previously, but a clarification of issues, which have at times caused mixed messages between home and school. All students must return to school in September in full, correct uniform, if your son/daughter is not in correct uniform, parents will be contacted and requested to bring in correct items. If your child is not compliant, they will be isolated and not in main school lessons until the item is corrected. Intentional or continued refusal to comply with school rules will result in fixed term exclusions.

### Uniform Policy Specific Requirements for September

- **Only shoes will be acceptable for September.** If you are unsure if an item is a shoe or trainer / trainer style please consult school before you purchase. If you are unsure if your purchase will meet our expectations please retain the receipt and feel free to bring them into school in order to check with your child's Head of House.
- All trainers are also considered to be sports footwear; these are unacceptable.
- A shoe is recognised as a piece of footwear that would be worn for a smart occasion i.e. interview, job in an office, wedding etc.
- **We will not accept any visible branded footwear** (these are too numerous to list but include converse, vans, Nike, Adidas, Puma, Timberland etc.) even if fully black in colour.
- Shoes do not have fabric or rubber strips or rubber toe coverings.
- Boots are not acceptable school footwear. For health and safety reasons boots with steel toecaps - are banned with immediate effect. Once again, please check with your child's Head of House before you purchase.
- Leather "converse style" can no longer be worn. Full Leather "Nike style" can no longer be purchased for School.

Black "rubber toecap" "Adidas style" trainers will not be permitted in school with immediate effect and must be replaced.

**No trainers / trainer style or canvas shoes allowed – Fashions change faster than we can update our pictures. The attached examples are for guidance ONLY. Items which are not shown in pictures but which do not meet our requirements will not be allowed.**

**Please DO NOT allow social media communication or "retailer promotion" to persuade you to purchase an item which does not meet our descriptors.**

**Girls Trousers and Skirts** – The following guidance is provided to support the uniform requirements of the school: **girls must wear tailored trouser or skirt.** This gives a smart and "business like" appearance to our students. A tailored trouser or skirt is one that could form part of a suit. It is not a tight; skinny; stretch Lycra or drainpipe trouser and it is not a tight, short, tube, stretch or Lycra skirt. If unsure, the trousers should be 'flappy' or loose at the ankle.

**Piercings:** these are not allowed to be worn in school. This includes nose, eyebrows, lips and face. Where a student has a piercing, the item must be removed before coming into school in the morning. It cannot be covered with a plaster or replaced with a so-called 'invisible'/clear plastic piercing. Parents and students need to plan piercings at the start of the summer holiday so that the 6-week period has passed before returning to school and the piercing can be removed without risk of infection. It is not acceptable for students to have new piercings during term time.

**Earrings:** these must be plain studs, one in each ear only. For health and safety reasons hoops, dangly earrings, spacers and spikes are not permitted.

**Nail Varnish:** Nail varnish and nail extensions are not permitted in school. It is the responsibility of students to remove nail varnish before arriving at school. Failure to do so, and the repeated need to be issued with varnish remover in school, will result in sanctions. Nails, which are artificial or have "gel" or permanent coverings are also not permitted. These nails must be reserved for school holidays so that they can be removed prior to the return to school.

**Hair Colour and Cuts:** Unnatural hair colour, including "dip-dye ends" are not allowed at Coppice. Haircuts, which include shavings/patterns/"tram lines" are also not acceptable. Please do not allow your child to have these hairstyles as this may result in them being unable to join mainstream classes as part of the sanctions applied.

**Ties and Badges:** These are available at Reception priced £4 and £5 each. All blazers must display the Coppice logo badge. All students must wear the purple house-stripe tie. If your child needs a replacement, or a spare, please purchase one before the summer holidays from our school reception.

### **Mobile Phone - Reminder:**

We support the security and peace of mind that mobile phones provide for students and parents, which is why we have not banned mobile phones from school, however please be aware that mobile phones are **only** permitted at break and lunchtime for sensible use. If phones are turned on, used or are visible during lessons or lesson changeovers they will be confiscated and may require collection by a parent.

We thank you for your support in all of the above matters. Students who continually fail to meet our standards of appearance will be subject to sanctions. It is far more positive and productive for your child's education if these situations are avoided in advance. Please check the school website for the full uniform guidance.

May I take this opportunity to thank parents and carers for their on-going support and wish you all a very relaxing summer break. I would also like to congratulate our fantastic Coppice students for another highly successful year and I look forward to seeing everyone on our return in September.

Yours sincerely



Mrs J Fletcher  
Headteacher