



1 September 2022

Dear Parents and Carers

A warm welcome to all of our new families and welcome back to our existing ones. I'm so looking forward to welcoming your children back to school this week and next week. The staff are too and we've all been working hard over the summer to ensure we're ready to get our students off to the best start possible. The start of term plans we communicated to you before the summer holiday haven't changed, but I've included the information again in this letter. If you haven't already, please take a look at the short 'info-film' embedded into the letter which I hope you and your child will find useful.

The start of the new school year

Each year at Cotham we stagger the start of the year so that our students can get off to the best start and this September will follow a similar pattern. Parents and carers can find the date that their child will return to school to meet their tutor in the table below (Column B).

Column A	Column B
Year Group	When students will actually return to school to meet their tutor
Year 7	Friday 2 September at 10:00am. We have prepared a short video for our students which details some of this important information. This can be found here
Year 8	Monday 5 September at 9:45am
Year 9	Monday 5 September at 9:45am
Year 10	Monday 5 September at 10:45am
Year 11	Monday 5 September at 10:45am
Year 12	Friday 2 September at 10:45am
Year 13	Monday 5 September at 9:00am

Where your child should enter school

Students will be able to enter school via two entrances:

- Student Reception: located on Cotham Road. **This entrance is open all day.**
- Lower tarmac entrance located on Cotham Lawn Road (for those who walk from Clifton Down or Redland Green Station). **This entrance closes at 8:30am.**
- Post 16 students in both Y12 and 13 can access the site via the student entrance.

Students will not be able to enter the school site before 8.10am.

It is vitally important that your child does their best to arrive on time. Any students who arrive late (after 8:30am) will only be able to gain access via the Student Reception on Cotham Road.



The School Day

The school day will remain as it currently is and will be from **8:30am to 2:45pm**.

All students are expected to be in school for 8:25am and in their tutor base for 8:30am.

The exceptions to this, as currently, will be:

- Year 11 who will be in school for an additional 'Upgrade' session with their teachers on Tuesday, Wednesday and Thursday until 3:45pm.
- Year 11 and Post 16 students who have twilight Period 6 lessons scheduled in their usual timetable.

Uniform, Equipment and Travel Arrangements

- It is vitally important that students come to school with their school equipment, including a fully stocked pencil case, a reading book, their planner and their lanyard. Please ensure that you support them with this and help them to pack their bag the night before.
- Students are expected to wear their school uniform. Please contact your child's Learning Coordinator if there is an issue with uniform. For safeguarding purposes, all students are expected to wear their lanyard at all times and will be asked to show this to identify themselves when they arrive in school. A link to our uniform requirements on our website can be found [here](#).
- It is essential that students are only wearing jewellery that is allowed under our uniform policy. This is: one small ring only, one small pair of **stud earrings** only (no hoops or sleeper hoops). **Bangles, necklaces, nose studs or facial piercings are not allowed.** All jewellery must be removed from PE and Dance lessons for health and safety reasons.
- We would encourage our students to either walk or cycle to school. Our bike sheds will be open for students to secure their bikes.
- In the event that your child does need to use public transport, please check the timings for their proposed journey.

We are really looking forward to seeing your child again and welcoming them back to school.

Kindest regards

Jo Butler
(Headteacher)