

July 2021

Our ref EF/FAM

Information for Parents of Year 6 Students

Please find below a quick guide to help you as your child settles in to Bishop Stopford School.

Absence Procedure: if your child is absent from school, telephone 01536 503503 and select Option 1. State your child's name, tutor group and reason for absence. Alternatively email:

studentabsence@bishopstopford.com

Firefly: our virtual learning platform, where you can view your child's homework and other information. Your account will be ready to use in September.

Holidays: students should not be taken out of school during term time.

Homework: the homework timetable is published early in the term. You can check it through Firefly. Reading is part of homework: make sure your child has a book either from the school library or at home.

Instrumental Lessons: peripatetic teachers visit the school. Lessons are arranged through Mrs Farrell (afarrell@bishopstopford.com).

InTouch: this is our main system of communication. Messages for parents are sent out by emails through the InTouch system.

Leaving the Premises: students must bring a note for any appointments, or alternatively you can make a note in their Planner. They must sign out at the Octagon Reception and be collected from there. On their return, they must sign back in at the Octagon.

Lockers: these will be allocated to all Year 7 students in September. **Please note** students must provide their own padlock.

Lost Property: if your child loses something, in the first instance they should return to the room they were last in to look for it. If they still cannot find it, then they should go to the Octagon Reception to report the loss.

Mobile Phones: students are not allowed to use mobile phones on site. If a student brings a phone to school, it must be switched off and kept in their school bag during the school day.

Personal Information: any changes to addresses, phone numbers or email addresses should be emailed to office@bishopstopford.com

Planners: these are issued free of charge. There is a charge for any replacements. Please sign weekly to acknowledge homework and communicate with the form tutor.

Setting: In Year 7, students are only placed in sets for Mathematics, this is based on internal testing and is reviewed regularly. All other subjects are taught in tutor groups. Due to the current climate, testing will not take place until it is advised. The main priority is for your child to settle in.

Bishop Stopford School

faith | justice | responsibility | truth | compassion

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E-mail: office@bishopstopford.com

Registered Company No. 7698789

Website: www.bishopstopford.com

Telephone: 01536 503503

Headteacher: Miss Jill Silverthorne MA

Tutor groups: Students are placed in mixed ability tutor groups, and usually remain in those groups until Year 11.

Uniform and Appearance: all items of clothing and shoes must be named. We set a high standard of dress. School sweatshirts only, loose fitting shirts, knee length pleated skirts or loose fitting trousers; shoes must be suitable for school (no trainers except for PE), one pair of stud earrings, suitable hairstyles.