

The Marvell College key reminders for Year 6 parents/carers in preparation for September 2020:



Attendance:

- School starts for Year 7 in early September (pending government advice).
- Students must be punctual to school and all lessons to ensure attendance is accurate – students must be in school on time for morning registration: 8:45am.
- The Marvell College's minimum expectation regarding attendance is 96%.
- If your child is unable to attend school please contact school before 9am – please ring school each day your child is absent.
- Wherever possible, please book medical appointments out of school time or during school holidays. If this is not possible, appointments made after 2pm have the least impact on your child's attendance.
- The Marvell College does not authorise any holidays taken during term time.

Getting to and from school:

- Please ensure your child knows how they are getting to and from school every day especially if the arrangements will vary on different days of the week.
- If your child will be getting a school bus please ensure your child knows the number bus they must use and where to get on and off the bus. Further information will be sent home regarding arrangements for school buses in June/July.
- Parents/carers can drop students off in the school car park in the morning but this is NOT possible at the end of school due to the arrival of the buses, unless you arrive before 2.50pm.
- There is a bike store on the school site to ensure these belongings are safe throughout the day – students may not ride bikes on the school site.

Belongings:

- Students are responsible for all of their own belongings in Year 7.
- **Please ensure everything is clearly named with your child's FULL name.**
- We don't have lockers / cloakrooms – students must carry all of their belongings with them at all times. Lockers are allocated first to Year 11 and then to Year 7 if there are surplus.
- Students should not bring expensive items to school.
- Students must have all compulsory items of equipment with them each day (see enclosed equipment checklist)
- Students must have a strong school bag / rucksack to carry all of their things in each day.

Mobile Phones & Internet safety:

- Mobile phones can NOT be used at all during school time and must be switched off **in bags** all day – they are students' own responsibility.
- Under no circumstances can phones be used to take photos or videos of other students or staff – this is a very serious offence.
- Any problems: come to the Year 7 office and make phone call from there using school phone.
- If a student uses their mobile phone during the school day (including breaktime and lunchtime) it will be confiscated and taken to the Year 7 office from where it can be collected at the end of the day.
- If a student's mobile phone is confiscated three times, his/her parent/carer must come into school to collect it.
- Students must only use sites on the internet that are accessible via the school network during school time.

- **Please monitor your child's use of social media outside of school** to ensure issues do not arise in school.

Personal Appearance:

- Uniform must be correct for September – plain black leather shoes NO trainers NO boots, no branded footwear.
- No make-up, nail varnish, false nails, gel nails or jewellery including earrings/studs. A watch can be worn.

Lunchtime options:

- Packed lunch – can eat outside or on the ground floor.
- Cold / Hot dinner in canteen.
- School dinner costs approx. £2.30 – students can spend more – please ensure sufficient money is on their Parentpay account.
- If your child receives a free school meal at Primary school they will receive a free school meal at The Marvell College.
- Students can also purchase snacks and drinks from the canteen at breaktime.

Toilets:

- Y6 students are encouraged to use the toilets in the morning, at breaktime and at lunchtime in Year 7.
- Students will be allowed to leave lessons to go to the toilet but this should reduce as the first half term progresses.
- Y7 students can drink water in lessons – students require their own water bottle.

Homework:

- Homework will be set from all subjects from start of Year 7.
- In Y7 students should expect to have homework to complete each week.
- Parents / carers should check planner each day to support with this.

Any worries or concerns:

- Email admin@themarvellcollege.com – your query will be forwarded directly to the Year 7 Pastoral team.
- Ring Year 7 office during school time: 01482 799132 – please note this is not an administrative office so it is not consistently staffed – please leave a message if no response – messages are checked regularly each day.
- Send a message via your child's planner – remind them to show this to the Year 7 office or their Form Tutor.
- If you wish to meet with a member of the Year 7 team please ring the school to make an appointment – staff may not be able to meet with parents/carers who arrive at school with no appointment due to teaching commitments.
- If you need to come into school for a meeting or to collect your child please report to the Main Reception.
- Parents/carers are not permitted to enter the school site without reporting to the Main Reception.