

Principal: Heather Lilley

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Dear Parents and Carers,

We hope this letter finds you well. As we prepare for the upcoming academic year, we are excited to share some important changes to the structure of our Pastoral system and to the College day that we know will further increase the both the efficiency, effectiveness and enjoyment of teaching and learning for both students and staff alike.

Pastoral System

At the College, we pride ourselves on our caring and supportive learning environment. To support us to achieve this commitment, we are excited to have secured two further non-teaching Pastoral Leaders into our team, in addition to Mrs Vicky Martin, who joined us in the summer term.

From September, our Heads of Phase team comprise:

Transition and Year 7	Years 8 and 9	Years 10 and 11
Cherise Riley	Adam Castlehouse	Helen Mullally

Each Head of Phase will be supported by one of our talented non-teaching Pastoral Leaders.

New College Day Structure

After thoughtful consideration and feedback from within our College community, we have restructured the timings of the College day to better support our students' learning and well-being. The key change is that the day will begin with a "Strong Start" morning welcome followed by Tutor time, rather than students going straight in to lesson 1, as per the current structure.

Timings

The start and end times of the College day remain unchanged.

Students are expected to be on-site and in the correct location each day by 8:35am. A 5-minute warning bell will ring at 8:30am and a further bell will sound at 8:35am to indicate the official start of the day.

The College day will end at 3:05pm every day for Years 7 – 10 and at 3:05pm or 3:50pm for Year 11 – 13 dependant on the days that they have timetabled period 6 lessons.

The structure of the day will be as follows:

8:35 – 9:05am	Welcome and Tutor
9:05 – 10:05am	Lesson 1
10:05 – 11:05am	Lesson 2
11:05 – 11:40am	Break 1
11:40 – 12:35pm	Lesson 3
12:35 – 1:35pm	Lesson 4
1:35 – 2:10pm	Break 2
2:10 – 3:05pm	Lesson 5
3:05 – 3:50pm	Lesson 6 (Years 11 – 13 only as per timetable)

“Strong Start” morning welcome

From 8:35am, we will implement a new "Strong Start" session before students go to Tutor time. This time will be dedicated to welcoming students warmly as they arrive at school, ensuring that they are ready and equipped for the day of learning ahead and to celebrate positive events across their Year Group from the previous day.

“Strong Start” is a new initiative aimed at fostering a positive and inclusive school environment from the moment students step onto campus. Here’s what you can expect:

- **Arrival and Greeting:** As we have done this year, from 8:20am, students arriving at the College will be greeted by members of the Leadership Team at the school gates. We know from this year, that this greeting is a simple yet powerful way to start the day on a positive note. During this time, before the 8:35am bell, students will be supported to ensure that they have the essential equipment for learning before the line up in tutor groups.
- **“Strong Start” morning welcome:** Students will make their way to their dedicated Year Group indoor area and be ready to line up with their Tutor by the time the bell rings at 8:35am. Students will line up in alphabetical order on the bell with support from their Tutor, and achieve silence on a whistle that will be blown at 8.37am. Silence is essential to ensure that our registers are accurate, our readiness for learning checks are efficient and so that all students can hear important messages and recognition of achievement.
- **Uniform and Equipment Check:** During the morning welcome, Tutors will then conduct a quick check of each student’s uniform and essential equipment. A copy of the uniform policy and the list of essential equipment is attached to this letter. Please ensure that you are fully aware of what equipment is required and our Uniform Policy (the key changes are outlined later in this letter).

Any students without the correct equipment or uniform will be asked to report to a designated area with their Pastoral Leader.

- **Missing equipment:** Students will be issued with the missing piece and this will be logged on Class Charts. By providing the equipment, we are ensuring that all students have the tools required to set them up for a successful day.
- **Incorrect uniform:** Students will be provided with a replacement correct item from our well stocked “Boot room”. This includes all items of College uniform: Blazers, Ties, Trousers, Skirts, Shorts and Shoes. The item will be provided in exchange for the student’s mobile phone or another item of value to them. This item will be stored and returned at the end of the College day when the borrowed item is returned. Changing areas will be provided for students when necessary. Any students not meeting our expectations with Jewellery, Make-up and Nails will also be expected to remove the items which can then be collected at the end of the College day. Ensuring that all students have the correct uniform will promote a sense of belonging at the College and ensure consistency in meeting the College’s high standards.

If a student chooses to refuse our support of alternative uniform, or to remove any non-allowed items, or where the support available cannot resolve the issue, then students will be required to be in the Compass until the issue is resolved.

In order to support students to have the correct equipment, a stationery shop will be available each morning from 8:20am in each designated Year Group area, where equipment can be purchased in exchange for Class Charts points.

- **Activities:** Following the uniform and equipment check, Heads of Phase will engage in brief messages to their Year groups, celebrating successes from the previous day and passing on any key information for the day ahead. The goal is to create a sense of community and belonging among ‘phase groups’, helping students feel connected and supported as they begin their day.
- **Tutor time: Once the morning welcome** is complete, students will transition, whilst maintaining silence, to their Tutor room with their Tutor. Please rest assured that we do not operate a silent corridors policy at ECC. As silence is expected at the start of Tutor time sessions, supporting students to maintain this from line-ups will secure a quality start to tutor activities.

Students should report to the areas below every morning from September:

Designated Areas for our “Strong Start” Morning Welcome		
Year 7	Years 8 and 9	Years 10 and 11
Drama Studio	Main Hall	Sports Hall

We believe these changes will significantly benefit our students and promote a positive and structured “Strong Start” to the day to support a successful day of learning.

Students have been practising the routines in their designated venues during Tutor time this week.

If you have any questions or concerns, please do not hesitate to reach out to us. We are here to support you and your child as we transition to this new structure.

Uniform Policy updates

Finally, to ensure all parents and carers have complete clarity on Uniform expectations at the College, here is a summary of the updates to our policy and a few reminders ahead of the break:

Uniform

- Black tailored shorts are now permitted to be worn all year round.

Jewellery

- At most, two simple, small and plain gold or silver studs per ear lobe. No hoops are permitted.
- Necklaces can be worn but must not be visible over the school shirt.
- Other jewellery is permitted but if deemed to be excessive and wearing it is potentially dangerous, we reserve the right to ask for it to be removed and parents/carers will be notified.
- Small nose studs or plastic retainers are permitted.

Hair and Make-up

- False eyelashes are not permitted, and students will be expected to remove these when identified as having them.
- Nail extensions are not permitted and nails should be of a natural colour.
- Exaggerated hair styles are not permitted.
- Hair is to be of a natural colour and of only one colour with no tramlines or shaved designs.
- Skin fades are permitted

Thank you for your continued support and partnership.

Yours sincerely



Mr Crawford
Vice Principal

Essential Equipment, ideally in a clear pencil case:

Pen
Pencil
Ruler
Rubber
Green pen
Calculator
Mini Whiteboard pen