

Summer 2023

Dear Parents/Carers

We are very much looking forward to students joining, or returning, to us in September. This letter gives full details of arrangements for the first two days – Monday 4 and Tuesday 5 September 2023.

*Monday 4 September: Years 7, 10 and 12

Year 7	Please arrive by 8.28am at the front of school
Year 10	Please arrive by 8.58am at the front of school
Year 12	Please arrive by 9.28am at the front of school

*Tuesday 5 September: all students

Years 7 to 11 and 13	Please arrive by 8.28am at the front of school
Year 12	Please arrive by 9.38am at the front of school

*for full details, please see the end of this communication.

I would like to take this opportunity to remind parents/carers of our values and expectations. Students come to us as children, and leave as adults. Our aim is that they achieve Success for Life, and that they do this through gaining excellent qualifications, and developing their CHARACTER skills through extra-curricular and community activities. In addition, it is vitally important that they develop positive behaviours and positive habits. Three things are particularly important to get right from the beginning of term:

- We have an absolute expectation of **punctuality**. Students must arrive at the school gate before **8.28am**. If they are late then they will be given an after-school detention. Students must arrive promptly to each lesson, and if they are late to lessons they will sit a Wednesday detention. New Year 7 students will of course be given leeway as they learn to navigate the school!
- Students must be in correct **uniform**. Students arriving, for example, in skinny trousers, trainers, false nails or eyelashes will be required to return home to change, and will make up the lost learning time after school. Our uniform policy can be found [here](#).
- Students must have the correct **equipment** for every lesson.

By developing the correct habits right from the beginning of term, students can then focus on learning in lessons, participating in extra-curricular activities, and contributing to the community.

I am very much looking forward to seeing your child in September. I wish you and your family a very pleasant summer.

Yours faithfully



Mr E Towill MA (Oxon)
Headteacher

For Denefield's ethos and values which underpin our aim for every student please find them on our website [here](#) along with our CHARACTER values.

Full details of our uniform can be found [here](#)

The School Day

At Denefield, the school day usually runs from 8.30am to 3.00pm.

Years 7 to 13	
8.30am – 8.40am	Tutor period
8.40am – 9.40am	Period 1
9.40am – 10.40am	Period 2
10.40am – 11.00am	Break
11.00am – 12.00pm	Period 3
12.00pm – 1.00pm	Period 4
1.00pm – 1.35pm	Lunch
1.35pm – 2.00pm	Tutor period
2.00pm – 3.00pm	Period 5
3.00pm	End of the school day

Equipment

Necessary equipment	Desirable/useful equipment for use at home
<ul style="list-style-type: none">• Blue/black pen• Red pen• Pencil• 30cm ruler• Eraser• Whiteboard pen• Colouring pencils• Specialist equipment, eg protractors, compass, scientific calculator• Reading book	<ul style="list-style-type: none">• Rounded scissors• Glue stick

Attendance

At Denefield we believe that attendance and attainment are strongly linked. Our full expectations for attendance and punctuality can be found [here](#).

Punctuality to lessons

All students should be punctual to lessons, registers will be taken by the class teacher and students who have not appeared will be marked as absent at the start of each lesson. Students who are late to lessons three times in a week will receive a one hour after school detention.

Communication with parents/carers

Where possible all communication will be sent electronically using your email address. It is therefore vital to inform the school immediately of any changes to your contact details. If you need to update your contact details please complete and return the form on the back page of this communication or email office@denefield.org.uk

If your child/ren is/are absent from school you have a legal responsibility to notify us as early as possible on each day that they are absent. You can do this via the school app or by calling 0844 239 3376. This is a local rate, automated service. Please follow the instructions given until the prompts finish. If your child is absent from registration and we have not been notified of the reason, you will receive a message via the app or by text message.

We are looking to improve our communications home to parents/carers so please be aware further information regarding this will follow at the beginning of term. The school number is 0118 9413458 if you are unsure how to report an absence.

Letters to parents/carers and information about the school calendar, which is updated regularly, are posted on our website where relevant.

Full details of the first two days of term are below:

Monday 4 September: Years 7, 10 and 12

	Year 7	Year 10	Year 12
8.28am	Arrive for 8.28am		
8.30am - 9.00am	Assembly in Da Vinci	Arrive for 8.58am	
9.00am - 9.30am	Fire Drill	Assembly in Da Vinci	Arrive for 9.28am
9.30am - 10.40am	Tutor	Tutor	Assembly in Da Vinci
10.40am - 11.00am	Break time		
11.00am - 12.00pm	Session in tutor groups		
12.00pm - 1.00pm	Period 4		
1.00pm - 1.35pm	Lunch time		
1.35pm - 2.00pm	Session in tutor groups		
2.00pm - 3.00pm	Period 5		
3.00pm	Leave school		

Tuesday 5 September: all students

	Year 7 to Year 11		Year 12	Year 13
8.28am	Arrive for 8.28am			Arrive for 8.28am
8.30am – 8.40am	AM tutor			Assembly 8.30am – 9.10am
8.40am – 9.10am	Kentwood House Assembly in Da Vinci	Tutor time for: Langley, Norcot and Sulham House		
9.10am – 9.40am	Langley House Assembly in Da Vinci	Tutor time for: Kentwood, Norcot and Sulham House	Arrive for 9.38am	Tutor
9.40am – 10.10am	Norcot House Assembly in Da Vinci	Tutor time for: Kentwood, Langley and Sulham House	Tutor	Tutor
10.10am – 10.40am	Sulham House Assembly in Da Vinci	Tutor time for: Kentwood, Langley and Norcot House	Tutor	Tutor
10.40am - 11.00am	Break time			
11.00am - 12.00pm	Period 3			
12.00pm - 1.00pm	Period 4			
1.00pm - 1.35pm	Lunch time			
1.35pm - 2.00pm	Line up in the courts			
2.00pm - 3.00pm	Period 5			
3.00pm	Leave school			

Have your contact details changed?

It is vital that you keep your contact details up to date, in case we need to contact you in an emergency, and in order to avoid missing important communications.

You can update your details by using the link on the front page of the school's website, by completing this page and returning it to main reception or by calling the school on 0118 941 3458.

Student's name		Tutor group	
Student's address			

Contact 1 name		
Relation to Student		
Contact 1 address		
Contact 1 mobile no		
Contact 1 home no		
Contact 1 work no		
Contact 1 email address		It is vital that any email address supplied is viewed regularly as this will be used for our communications

Contact 2 name		
Relation to Student		
Contact 2 address		
Contact 2 mobile no		
Contact 2 home no		
Contact 2 work no		
Contact 2 email address		

Please use the reverse of this form to advise us of any further changes