

THE HOOT

THE SUTTON GRAMMAR SCHOOL NEWSLETTER

START OF TERM EDITION - SEPTEMBER 2023



Start of term

As we start the new school year, we would like to share some reminders, expectations and key information with you in this special edition of *The Hoot*. Please can parents and carers also take the time to read the key school policies, which can be found [here](#).

Shorts

Due to the current warm weather, and until further notice, students in Years 7 to 9 can wear smart school shorts in black or charcoal grey. No PE shorts. Otherwise all students should attend school in full school uniform or following the Sixth Form dress code.

School closure reminder

The school will be closed to all students except Year 12s on Tuesday, 12 September for the Selective Eligibility Test. School will reopen as normal on Wednesday, 13 September.

RAAC in schools

You will have read in the news recently about the number of schools at risk from crumbling concrete. Please be assured that following an internal survey we believe we are not affected by the RAAC issue.

Year 7 Football trials

There will be football team trials for Year 7 students from 9 to 10am on Saturday, 9 September. These will take place at our Sport Ground, 82 - 84 Northey Avenue, Cheam, SM2 7HJ. Students attending the trials will need to wear their House PE shirt, shin pads and football boots.

School Fund

Thank you to all those parents and carers who continue to support the school by paying a voluntary contribution to our School Fund each month. With the help of our dedicated and enthusiastic staff, the School Fund is used to ensure that we can protect the curriculum enrichment and quality of our school offer. This includes providing such benefits as a counsellor, language assistants and extra science technicians for our outstanding project work. We provide a large extracurricular programme, including extensive sport at the weekend, extra swimming classes, electronics lessons, chess teams, orchestra and music clubs, debating teams and much more. If you don't currently contribute, please email the Finance Team at finance@suttongrammar.sutton.sch.uk. At this time of increasing costs, all contributions at any level help us maintain our high-quality provision for your child. Thank you for your support.

Important Dates

6 September	Year 7 & Year 12 Induction Day
7 September	Start of Term for all students- Week A
11 September	Staff meeting - Library will be closed after school
12 September	SET Day - school closed to students
20 September	School Open Evening (early closure)
10 October	Year 8 Meet the Tutor
11 October	Year 10 Meet the Tutor
12 October	Year 7 Meet the Tutor
13 October	Sports Colours Mufti Day
16 October	Year 12 Meet the Tutor
23 October - 3 November	Half-term Holiday

Eligibility for free school meals

You may be able to get free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you receive).

By registering for free school meals you could save hundreds of pounds per year. In turn, the school will receive funding, known as Pupil Premium, for use within the general curriculum, as the government pays schools for each pupil registered.

For those students entitled to a free school meal, a daily sum is automatically added to the child's cashless card and they pass through the checkout in the same way as those paying for their meals.

If you meet the criteria and would like to apply for free school meals, please email [Ms O'Connor](#) in the school office. She will arrange a convenient time to call you and input all the relevant details into a secure government website to apply.

Late arrival

We believe that all students are only able to achieve their potential if they attend school punctually and avoid missing lessons. If students are late they must register at the school office. If they do not register, an automated absence email is generated and sent to parents and carers to establish why a student is absent. For persistent late arrivals the school has a detention policy.

Forgotten school equipment

Please note our office staff will do their best to deliver forgotten items such as PE kits, homework and lunch boxes to students. However, the office is often very busy and we cannot guarantee that your child will receive late items in time for their lessons. If your child is aware you will be dropping something they need, please ask them to come to the office to collect it. This will hopefully ensure they have what they need at the right time.

Mobile phones

For the new school year 2023/24 we will maintain the ban of mobile phones and related technological devices from the school site for students in Years 7 – 11. Year 12 and 13 students have a specific area where they may use their mobile devices, this is the top floor of the Sixth Form Block.

The ban will be in force from the moment students enter the school site until the moment they leave the school site at the end of the day. Mobile phones seen during the school day will be confiscated and can be collected from the school office at the end of the day.

School uniform reminder

Thank you to all parents and carers for their continued support with uniform, which makes our students look so smart. We expect all students to wear full school uniform at all times, including their journey to and from school. Students are also expected to wear their blazers/school jumpers, except for hot days when students may opt to carry these instead. If you would like clarification on our uniform expectations, please click [here](#) to read our full school uniform policy.

Reporting a student absence

Please can parents notify the school of any absence using the following email - absences@suttongrammar.sutton.sch.uk. Please do not email Form Tutors or the Head of Years.

If you leave a voice message on the school absence line, please make sure you spell all names clearly and include the form of your child. This should be done by 8am on the day of absence and will help ensure our registers are accurate at the start of the school day, and will avoid the school emailing or calling to establish why your child is absent from school.

Disabilities of parents/carers

The school has a duty to ensure it meets the needs of people with disabilities who use its services. Through the admissions procedures, the school receives information about individual students who require special arrangements for their education. The school wants, however, to ensure that we are able to put any necessary arrangements in place for parents/carers with disabilities who may need to visit the school, for example for parents' evenings. If you have any disability which may affect how you access the school or have any suggestions for how to improve your access to school events or information, please let us know by emailing us at office@suttongrammar.sutton.sch.uk.

Label uniform items

Please make sure uniform, coats, bags, shoes and especially PE kit are labelled to ensure lost items can be reunited with their owners. If your child loses any item of uniform, please encourage them to look in the lost property box which is located near the Premises office.

Drop off & pick up

Please can we remind parents to be considerate of the residents around the school when you are dropping off and picking up your child. Please do not park across driveways or block up the roads around the school.

Absence requests for exceptional circumstances

We would like to remind parents wishing to take students out of school during term time that they must complete [this](#) absence request form. Once completed, the request form should be emailed to absences@suttongrammar.sutton.sch.uk. Please note the trustees have announced that absences in term time will be recorded as an unauthorised absence, unless there are exceptional circumstances. Please click [here](#) to read our full attendance policy.

Student records

We would like to remind parents and carers to ensure that all the contact and other details we hold for your child are correct. It is very important that your email address is the one that you currently use as all the information sent to you is via email. Please email the [school office](#) with any updated information.

Important medical matters

Parents are reminded to please inform staff in the School Office of any new or updated relevant medical information to help us support our students. Also, if your son or daughter requires medicine in school please complete and sign [this](#) form and return it to the [School Office email](#).

Lanyards

Students must wear lanyards with their ID badge at all times when in school. Any student who has lost their ID badge must report the loss to the school office. A new ID badge must then be paid for via [ParentPay](#) before a new one can be issued at a cost of £5. Broken or lost lanyards can be collected from the relevant Head of Year. The sanction for a student not wearing a lanyard with their ID badge is a 20-minute same day detention.

Canteen News

Students at SGS purchase their lunch and snacks by placing their finger on the Biometric Reader in the school canteen and snack shack. Payment is then deducted from their online account. Accounts must be topped up in advance using the [ParentPay](#) system. Parents are able to see what items have been purchased by logging into their [ParentPay](#) account and clicking on Transaction history and then Payment history.

School Library

Our Library is open until 5.20pm daily. We have a full range of books to suit all students, with our collection being regularly added to throughout the year. To get in touch with us please email: library@suttongrammar.sutton.sch.uk