

1st September 2025

Dear Parent/Carer

I hope you all had a restful summer break and that students are well rested and ready for the term ahead. We are looking forward to welcoming students back to college on Wednesday morning. Over the summer break the site team have carried out several of improvements to the site and work is progressing well on the refurbishing the Bishop Laney Sixth Form building into "The Orchard" our base for SEND, behaviour, inclusion and alternative provision.

Term ahead

Last year we made the decision to change the times of the day so that we could move away from the split lunches and give students time to mix as a group and take part in extra curricular activities. We are very happy with how this change has impacted students and staff and will continue with the timings below.

	Start	Duration	End
Registration	08:30	00:20	08:50
Period 1	08:50	01:00	09:50
Movement Time	09:50	00:05	09:55
Period 2	09:55	01:00	10:55
Break	10:55	00:20	11:15
Period 3	11:15	01:00	12:15
Movement Time	12:15	00:05	12:20
Period 4	12:20	01:00	13:20
Lunch	13:20	00:40	14:00
Period 5	14:00	01:00	15:00
Session 6 (Clubs)	15:15	01:00	16:15

Wednesday 3rd September – Start of term for Years 7-11

To welcome our new students on Wednesday can we ask that Year 7 arrive at reception between 8:20 to 8:40. Students will be met by SSA's and SLT and taken to forms.

Year 8-11 students should head to their usual form base for 8:30. All students will remain in form bases for the first two periods to go through timetables, escort new students around the site and lessons will start for year 7-11 at period 3.

Year 13 lessons will commence on Thursday this week and Year 12 lessons will commence on Friday this week.

Introduction of Dance in the Key Stage 3 curriculum – Year 7 and 8 students and PE Kit

I am thrilled that following a successful round of interviews in the summer term, we have appointed an excellent teacher of dance to lead year 7 and 8 classes this year. It is my hope that this provision inspires students to consider taking dance as a GCSE and advanced course over time.

However, in an attempt to reduce the impact on changing spaces in such a large school, can we ask that when **year 7 and 8 students have dance on their timetable for the day (1 day per fortnight) they come into college in their PE kit for the day.**

Mobile Phones

It has long been our position that mobile phones should not be used or visible between 8:30 and 3pm, however we are aware that staff have occasionally asked students to use them during the day and this can undermine the message about phones not being visible. We are also aware that some parents are now opting against smartphones for children to better support their development in the age of social media. Therefore, we have asked teaching staff not to use mobile phones during the day in lessons. To do so would potentially disadvantage those students without smart phones. Students will still be able to use their phones before 8:30 and after 3pm, but if they are seen during the day, they will be confiscated, and a detention will be issued. We will ensure that all students understand this position when they arrive this week.

Students in Bishop Laney Sixth Form will be able to use their phones during the day in the Sixth Form Building – they must not be out in the main school corridors.

Uniform

As this is the start of the autumn term and with temperatures more in line with early autumn, students will be required to wear the full correct uniform when they return on Wednesday. This means that blazers will need to be worn, shoes instead of trainers and students who choose to wear a skirt must ensure that it is a flat front pleated style from either Paul Day's or Price and Buckland. You can find more details on our uniform on our website on this link [Ely College | An 11-18 Academy At The Heart Of Its Community - Uniform & Equipment](#)

Attendance

Over the past 18 months, we have been working with several schools as an attendance hub partner school. This was a Department of Education initiative to encourage centres with excellent attendance to support and advise other schools on strategies and approaches. This initiative has now ended and morphed into the Governments RISE programme, but we remain committed to working with parents and careers to ensure that all children attend college as often as possible.

The target for all students is a **minimum of 97%** across the year.

Regular attendance is not just a legal requirement, but it is vital for pupils to maximize their learning, and achieve full potential here at Ely College. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. Tutor time begins at **8:30am** and all pupils need to be onsite by **8:25am**.
- Ensure the College has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the College. This ensures that truancy is quickly identified.
- If your child is ill, please make sure you notify the College every day your child is absent. The most convenient way to do this would be by email at attendance@elycollege.co.uk

- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the College is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record.
- Ensure that medical appointments are made outside of College time.
- Avoid low level reasons for absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in College time. Holidays will not be authorised during term time.
- Respond to College letters or telephone calls regarding attendance and punctuality.
- Contact your child's house office if you are experiencing difficulty in getting your child into College.
- If students do arrive late to college, they must head to the Orchard Reception (by the side of the dining room) where they will be registered as late.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Ely College.

Thank you for your continued support.



Simon Warburton
Principal

Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement

Amber Group

The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement

Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement

Red Group

The child attends for 0% - 89.9% of the time.

