



Moorside High School

Enriching Lives, Inspiring Ambitions

September 2021

Dear Parent/Carer

We are very much looking forward to welcoming our students back on Tuesday 7th September. As you are aware this year, we have the biggest ever intake into Moorside High School, which is very exciting. On Tuesday, Year 7 and Year 11 are to arrive at school for 08:25. Year 8, 9 and 10 must arrive at 09:00 to start their academic year. We will start the day with a 'Welcome Back' year group assembly, form time and then lessons will commence from breaktime. All students must be in full school uniform with a suitable school bag.

The safety of our students is paramount, and we have robust procedures in place to ensure we can account for all our Students. As we start the new academic year, we thought it would be useful to clarify our expectations regarding registration and attendance for this academic year.

Registration

- All students should be in school by 8.25am. Students are required to be registered by their Form Tutor at 8.30am daily.
- If students miss morning registration, they must sign in at Reception. If they do not have a valid reason with a letter to explain why, they will receive a 20 minute late detention on the same evening.
- Parents/Carers will be sent a text message if a student misses' registration and no prior request for absence has been authorised.
- The text message will ask you to contact our Attendance Officer while we continue to follow school procedures to confirm their whereabouts.

Absence and Illness

- All leave of absence requests (medical appointments, religious festivals, leave for special events etc) should be emailed by parents/carers to absence@moorsidehigh.com. The request will be forwarded to the relevant member of staff for authorisation.
- All absences owing to illness or lateness should be reported to the absence line on 0161 921 1045 by the parent/carer before 9.00am. Please contact us each day that your child is absent.
- Parents/carers will be contacted if students are absent without a known reason.
- If a student feels ill during the school day and wishes to go home, they must speak to the School Nurse or their Head of Year who will contact you to discuss the situation. Students must not contact home before speaking to their Head of Year or School Nurse. If you receive a phone call directly from your child, please ask them to speak to a member of staff before making any arrangements to collect them.
- Students will not be permitted to leave the school premises during the school day unless we have received a request for absence from a parent/carer. If you are collecting your child, you must come to reception and sign them out.
- Students staying in school at the end of the day for extracurricular or subject interventions are not permitted to go out and then return to school – they must remain in the building until it is time to leave.

Head Teacher: Mr C Davis • 57 Deans Road, Swinton, Manchester, M27 0AP • Telephone: 0161 921 1045 • www.moorsidehigh.com



Just to reiterate the main points

- To request permission for absence – parent/carer emails absence@moorsidehigh.com
- To let us know your child is not well – parent/carer calls the absence line on 0161 921 1045.
- Students must always sign in and out at Reception when arriving or leaving during the school day, parents/carers must collect students from reception.
- Students must always attend Registration or sign in at Reception each morning.

We would be grateful if you would discuss this with your child and ensure they understand the importance of following our attendance and registration guidelines carefully.

Following what has been a very challenging couple of years for our students due to Covid-19, it is vital that we ensure they are attending school every day. A student that has 90% attendance will have lost 19 weeks, or 475 hours of learning over five years. A student with 85% attendance will have lost just over 28 days or just over 142 hours in just one year. Whilst 95% attendance over five school years may seem like a positive achievement, it still equates to over nine weeks of lost learning - around one quarter of a school year!

We really hope that this year allows students to fully engage in school life and take the opportunity to participate in the exciting extracurricular programme we have planned for them. If you are worried about your child's attendance, please do contact their Head of Year to discuss this further.

Thank you for your continued support, we look forward to welcoming the students back on Tuesday 7th September.

Yours sincerely



Mrs H Ryles-Dean

Deputy Headteacher

