



# Moorside High School

*Enriching Lives, Inspiring Ambitions*

22<sup>nd</sup> October 2025

Dear Parents and Carers,

**Ref: Change to the structure of the school day.**

Following valuable feedback from both staff and students, and after supportive discussions with our Trust leaders, we will be making a small but significant change to the structure of our school day from Monday, 3rd of November.

From this date, we will be removing the 10-minute Standards Time at the start of the day, meaning that students will now arrive and go straight into Period 1 at 8:30am. We will continue to support the small number of students who may need a little extra help to start the day well with a soft landing, but the large majority of our young people now demonstrate the right attitude to learning from the moment they arrive.

The change to the school day has allowed us to look at the timings of social time and we have added an additional 5 minutes to break and lunchtime.

- Breaktime will increase to 20 minutes
- Lunchtime will increase to 40 minutes

These changes will provide more time for students to enjoy their breaks, reduce congestion during serving times, and help ensure that lessons after break and lunch begin promptly and calmly.

Each morning our Pastoral Team and Senior Leaders are at the student entrance to greet students. Moving forward, we will continue to strengthen these routines, ensuring that equipment checks, uniform standards, and readiness for learning remain consistent every day and are addressed before students enter the building. Students need to continue to ensure that they arrive at school with a bag, equipment, knowledge organiser and planner. Students will all have an assembly on Friday where these messages will be shared. We will also be reminding students about the uniform policy and the expectations around this. Please find attached more detailed information outlining what will be shared with students.

We would like to take this opportunity to remind all families of the importance of punctuality. Being on time is crucial, even a few minutes of lost learning each day quickly adds up. All students must be on site by 08:25 each morning so that they are ready to begin Period 1 at 8:30am. The school gates and canteen open from 8:00am, and we encourage students to arrive early to start the day positively. Students can purchase breakfast items from the canteen from 8:00am and Heads of Year are around to support.

Should a student arrive late for school, a 15-minute same-day detention will be issued. Students who are consistently late throughout the week will also be required to attend a late detention after school on a Friday as well as the late detention on the same day. Parents/carers will receive a message via Arbor, to inform them that their child has been late for school.

We hope these changes will continue to support our calm routines, strengthen consistency, and have a positive impact on staff and student wellbeing. Thank you for your continued support, as we work together to ensure every Moorside student achieves their very best.

Yours faithfully,

Mrs H.E Ryles-Dean  
Principal



Principal: Mrs H Ryles-Dean • 57 Deans Road, Swinton, Manchester, M27 0AP • Telephone: 0161 804 4022 • [www.moorside.co.uk](http://www.moorside.co.uk)

## Messages that students will receive via the assembly on Friday

### The new school day will run as follows:

Time	Activity
08:30–09:30	Period 1
09:30–10:30	Period 2
10:30–10:50	Breaktime
10:50–11:50	Period 3
11:50–12:50	Period 4
12:50–13:15	R Time (KS4)
13:15–13:55	Lunchtime (KS4)
12:50–13:30	Lunchtime (KS3)
13:30–13:55	R Time (KS3)
13:55–14:55	Period 5
14:55	End of school day

### Punctuality

We expect all students to have excellent punctuality to support their life choices after school.

The benefits of being on time:

- It gets the day off to a good start and puts students in a positive frame of mind, so that they can make the most of their learning opportunities.
- It sets positive patterns for the future - You can't expect to keep a job if you're always coming in late.
- It leads to better achievement as students attend for the entirety of each lesson.
- It helps students develop a sense of responsibility for themselves and towards others and is a sign of good character.

All students should arrive at school no later than 8:25am. Students should enter the school building via the student entrance at the back of the school. The school building is open from 8am and students can purchase breakfast items from the school canteen.

### When you arrive at school.

You will be greeted by members of the Senior Leadership Team and Pastoral Team. You will enter the door that is allocated to your year group, showing that you have your folder with a planner, knowledge organiser and equipment. Your uniform will be checked and if you need to correct your uniform or you have forgotten your tie, blazer, planner, knowledge organiser or a pen, you will be given one for the day.

### If you arrive late for school

- Students arriving to school late between 8:25am – 9am must arrive via the student entrance. You will be marked on the register as arriving late to school (L code) and will be required to attend a late detention the same day during breaktime.
- Students arriving to school after 9am when morning registers have close ('U' code) must arrive and sign in via the main school reception. This is classed as an unauthorised absence and will affect your school attendance. You will be required to attend a late detention that day during break. Please be aware that the school can apply to the Local Authority for a fixed penalty notice for any student that receives 10 or more 'U' codes for lateness. This may result in parents/carers receiving a fine of up to £120 per parent/per child.
- If there is a justifiable reason for their lateness the office will make a note of it and will ensure that your child is not given a 'late detention'.
- If a student is late more than twice in a week without a valid reason, you will be required to attend a late detention on Friday evening until 4pm.

### **Uniform Expectations.**

Our high standards and expectations require all students to wear their full uniform correctly. Our policy regarding uniform is based upon the principle that it:

- Promotes pride and responsibility in preparation for adult life.
- Promotes a sense of community and belonging towards Moorside High School.
- Is practical and smart and identifies the students as being part of Moorside High school.
- It makes students feel equal to their peers in terms of appearance and reduces peer pressure to dress in 'designer' fashions.
- Is regarded as suitable wear for school and good value for money.
- Can assist identification of strangers on school premises quickly.

The correct school uniform must therefore be always worn on the school site and when travelling to and from. No hoodies may be worn over or under school blazers, only traditional coats to be worn over the top.

- Shirts/blouses must be tucked into students' trousers or skirt and buttoned to the neck.
- Only school related badges are to be worn on the blazer lapels.
- Coats are not permitted in the building and will be taken off students until the end of the school day if they are seen wearing them indoors.
- Hoodies and tracksuit tops are not permitted in school and will be taken off students until the end of the school day if they are seen wearing them indoors.
- Jewellery of any description is not encouraged and is not practical for many reasons. If worn, i.e., necklace, it must not be seen. Any jewellery seen must be removed and will be placed in a small envelope and stored safely at reception to be collected at the end of the school day.
- Boys and girls are allowed to wear one stud earring, in the lobe of each ear. Large earrings that hang below the ear, bars or hoops are not permitted. Any earrings not in line with the policy must be removed and will be placed in a small envelope and stored safely at reception to be collected at the end of the school day.
- All Jewellery must be removed for PE activities and is brought into school entirely at the student's own risk.
- Hair: Smart styles, cuts and natural colours are permitted.
- Natural looking make-up is permitted. Students will be requested to remove excess make-up including false eye lashes and nails. Nails must be natural.
- Plain black or plain navy hijab (if required).

### **Mobile phones and electronic devices**

It is the school's policy that mobile phones should always be kept switched off and in bags throughout the school day. If a mobile phone is brought into school, they must not be kept in blazer pockets or on a student's person. If they are seen or found on a student's person and not in a bag, it will be confiscated. Allowing access to mobiles in school introduces complexity and risks, including distraction, disruption, bullying and abuse.

If a student fails to follow this policy, their device (including earphones) will be confiscated. In the first instance, the item will be returned at the end of the school day. Students who cooperate with staff when their devices are confiscated will receive their phone or device back at the end of the day. If a student does not comply with staff instructions, their device will be taken, and they will be sent to the reflection room.

If there are further incidents of misuse, parents or carers will be required to collect the device in person. Staff may use their discretion where needed and may search bags (in line with school policy) considering a concern around a mobile device.