



July 2017

Dear Parents/Carers

### End of term

School will end on Friday 14 July at 1:30pm for students in Years 7-10 and Year 12. Contract buses have been rearranged for the 1:30pm finish. Students that are eligible for free school meals will be able to collect them at break time.

### Start of next term

Students return to school on Monday 4 September 2017. Year 7 students need to make their own travel arrangements for the first morning and should arrive for registration at 8.30am. Years 8-11 need to arrive for a 11:00am start (late start bus times). Years 12 and 13 students begin term on Tuesday 5 September for registration at 8.25am (normal time). The timetable attached to this letter gives the bus times for Monday 4 September 2017 late start and the rest of the term.

### Term Dates for Students in 2017 – 2018

**Autumn Term** \*Monday 4 September/\*\* Tuesday 5 September – Tuesday 19 December 2017

*Half Term: Monday 23 October – Friday 27 October 2017*

\* Year 7 start Monday 4 September at 8.30am. Years 8-11 start at 11.00am.

\*\* Years 12 and 13 start Tuesday 5 September at 8.30am.

**Spring Term** Wednesday 3 January 2018 – Thursday 29 March 2018

*Half Term: Monday 12 February – Friday 16 February 2018*

*(Easter Bank Holidays 30 March – 2 April 2018)*

**Summer Term** Monday 16 April 2018 – Tuesday 17 July 2018

*(May Bank Holiday - Monday 7 May 2018)*

*Half Term: Monday 28 May – Friday 1 June 2018*

**Non Student Days** – Friday 1 September 2017; Wednesday 20 December 2017; Tuesday 2 January 2018; Wednesday 18 July and Thursday 19 July 2018.

### Uniform II shop will be open:

Friday 1 September 2017 10.00am – 11.00am.

### Disposal of Lost Property

Every term we dispose of lost property which has not been claimed. If your child has lost anything during this term, please ask him or her to check with the relevant year administrator. Anything which is not claimed by the end of school on Friday 14 July will be disposed of before the start of next term.

**Medical - if your son/daughter has any medication kept in the medical room please ensure you collect it before the end of term as it will be disposed of. All EpiPens must have a one year shelf life when being left at school in September 2017.**

## Pastoral System

We have a dedicated, fully-qualified school nurse, Mrs Campbell, and each year group will have one head of year and a full time, non-teaching year administrator whom parents and carers should contact in the first instance. Please see below for contact details.

Year	Head of Year	Year Administrator	Direct Dial
7	Mr Bias	Mrs Penny (Lead Administrator)	01277 238379
8	Miss Hawkins(acting)	Miss Turner	01277 238392
9	Mr Hallahan	Mrs Blake	01277 358362
10	Mr Roberts	Mrs Eng	01277 238302
11	Miss Casey	Mrs Carter	01277 358361

## TRAVEL ARRANGEMENTS FOR FIRST DAY OF TERM – Monday 4 SEPTEMBER 2017

I am writing to advise you that NIBS have arranged a late pick up timetable for Years 8 – 11 students on the first day of term, the morning of Monday 4 September 2017. Year 7 students should make their own travel arrangements and arrive in school for an 8.30am registration. Times and pick-up points are listed below: -

FIRST DAY OF TERM ONLY – Monday 4 September 2017

NORMAL TIMES – 5 September onwards	4 September	5 September onwards
	11.00am start	Normal Times

### COACH NO. 481

West Horndon Station	10.21	07.46
West Horndon Village Hall	10.22	07.47
Herongate opp. Green Man	10.30	07.55
Herongate bus stop opp. The Garage	10.32	07.57
Ingrave – bus stop opp. St Nicholas Church	10.33	07.58
Hutton, St Martin's School	10.55	08.20

### COACH NO. 483

Doddinghurst. Outings Lane/Church Lane	10.10	07.35
Doddinghurst. Outings Lane/The Gardens	10.12	07.37
Doddinghurst. Outings Lane/Doctor's Surgery	10.13	07.38
Kelvedon Hatch, Stocks Lane (Dog & Partridge)	10.14	07.39
Hutton, St Martin's School	10.55	08.20

### COACH NO. 484

Ongar, Four Wantz South	10.02	07.30
Ongar, Stondon Road jnc. A.128	10.05	07.35
Kelvedon Hatch opp. The Eagle	10.09	07.39
Bentley, Frog Street	10.11	07.41
Pilgrims Hatch, opp. Rose & Crown	10.13	07.43
Robin Hood Shops	10.25	07.55
Wilson's Corner, Ingrave Road	10.29	07.59
Hutton, St Martin's School	10.50	08.20

**COACH NO. 485**

Blackmore Primary School	10.06	07.31
Blackmore, Nine Ashes Corner	10.08	07.33
Stondon Massey, Paslow Common Farm	10.10	07.35
Nine Ashes Road – opp Bricklayers Arms	10.13	07.38
Wyatts Green Road, Beehive Chase	10.17	07.42
Wyatts Green Road, Petits Lane	10.19	07.44
Hutton, St Martin’s School	10.55	08.20

**COACH NO. 486**

Stondon Massey, Dines Corner	10.15	07.35
Stondon Massey, Hook End	10.16	07.36
Doddinghurst Road Pear Tree bus stop	10.20	07.40
Doddinghurst Road, Parkwood bus stop	10.22	07.42
Mountnessing, George and Dragon	10.30	07.50
Hutton, St Martin’s School	10.55	08.20

**PLEASE NOTE:** Only passes or tickets issued by NIBS will be accepted on the buses. If you need to purchase a ticket to travel, please contact NIBS on: 01268 767870.

I hope this information will be helpful to you.

Yours sincerely



Mike O'Sullivan  
**Headteacher**