



July 2019

Dear Parents and Carers

### **End of term**

School will end on Wednesday 17 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 Tuesday 3 September 2019. Year 7 students need to make their own travel arrangements for the first morning and should arrive for registration in the South Hall at 8.25am. Years 8-11 need to arrive for a 11.00am start (late start bus times). Students in years 12 and 13 begin term on Wednesday 4 September for registration at 8.25am (normal time). The timetable attached to this letter gives the bus times for Tuesday 3 September 2019 late start and the rest of the term.

### **Term Dates for Students in 2019 – 2020**

**Autumn Term** \*Tuesday 3 September/\*\*Wednesday 4 September – Thursday 19 December 2019

*Half Term: Monday 28 October – Friday 1 November 2019*

\*Year 7 start Tuesday 3 September at 8.25am. Years 8-11 start at 11.00am.

\*\*Years 12 and 13 start Wednesday 4 September at 8.25am.

**Spring Term** Monday 6 January 2020 – Friday 3 April 2020

*Half Term: Monday 17 February – Friday 21 February 2020*

*(Easter Bank Holidays Friday 10 April – Monday 13 April 2020)*

**Summer Term** Tuesday 20 April 2020 – Wednesday 15 July 2020

*(May Bank Holiday – Friday 8 May 2020)*

*Half Term: Monday 25 May – Friday 29 May 2020*

**Non Student Days** – Monday 2 September 2019; Thursday 16 July; Friday 17 July; Monday 20 July and Tuesday 21 July 2020.

### **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 Monday 15 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 2019.**

### **Pastoral System**

We have a dedicated, fully-qualified school nurse, Mrs Plant, 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:

<b>Year</b>	<b>Head of Year</b>	<b>Year Administrator</b>	<b>Direct Dial</b>
7	Miss A Frappell	Mrs B Whitfield (Lead Administrator)	01277 238302
8	Miss M Casey	Mrs K Carter	01277 358361
9	Mr G Welton	Mrs T Glenn	01277 238379
10	Miss A Bryant	Miss J Hunt	01277 238392
11	Mr R Durrance	Mrs S Blake	01277 358362

### **Sixth Form**

12 & 13	Mrs J Page	Mrs V Power	01277 358391
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### **TRAVEL ARRANGEMENTS FOR FIRST DAY OF TERM – TUESDAY 3 SEPTEMBER 2019**

I am writing to advise you that NIBS have arranged a late pick up timetable for students in years 8 – 11 on the morning of the first day of term, Tuesday 3 September 2019. Year 7 students should make their own travel arrangements and arrive in school for an 8.25am registration. Times and pick-up points are listed below: -

	<b>First Day of Term 3 September 11.00am start</b>	<b>Normal Times 4 September onwards</b>
<b>COACH NO. 481</b>		
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
<b>COACH NO. 483</b>		
Doddinghurst Road, Parkwood Bus Stop	10.02	07.32
Doddinghurst Road, Pear Tree	10.03	07.33
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
<b>COACH NO. 484</b>		
Ongar, Four Wantz South	10.02	07.32
Ongar, Stondon Road	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
Stondon Massey, Dines Corner	10.15	07.40
Stondon Massey, Hook End	10.11	07.41
Wyatts Green Road, Beehive Chase	10.17	07.43
Wyatts Green Road, Petits Lane	10.19	07.44
Mountnessing, George and Dragon	10.20	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**