



3rd September 2024

Dear Parent/Carer

Welcome to the start of the new academic year. We hope our school community had a lovely summer break and are looking forward to the year ahead. There are a number of key things for this academic year which I wanted to write to you about to ensure clarity.

Timings (School Day)

Lunchtime has been extended by 10 minutes and therefore, our lunch break will be from 1.20pm until 2.00pm. This means our school day will finish at 3.10pm. Please find outlined below the timings of our school day:

	Time
Breakfast Available <i>(Students to access via the Pedestrian Gate and enter via the door opposite ICT Services.)</i>	07.45 – 08.15
Warning Bell <i>(Students to be on site to be ready to move to tutor time. Any student arriving after this time will be marked as late on the 'Late Gate' by the Attendance Officer/SLT on duty.)</i>	08.25
Morning Tutor Time <i>(Tutors will take their morning register promptly at 08.30.)</i>	08.30 – 09.00
Lesson 1	09.00 – 10.00
Lesson 2	10.00 – 11.00
Break Time <i>(Warning bell to go at 11.15 to inform students to move to lessons.)</i>	11.00 – 11.20
Lesson 3	11.20 – 12.20
Lesson 4	12.20 – 13.20
Lunch Time <i>(Warning bell to go at 13.55 to inform students to move to lessons.)</i>	13.20 – 14.00
Lesson 5	14.00 – 15.00
Afternoon Tutor Time	15.00 – 15.10

Planners

All students in Years 7 to 11 will be issued with a planner on their first day back in school. Please find outlined below our expectations:

Students

- Complete their personal details on the front cover (forename, surname and tutor group).
- Do not doodle or graffiti on or in their planner. If they are caught doing this then they will be asked to purchase a new planner at the of cost of £5.
- Fold a copy of their timetable in half and slide into the provided plastic wallet at the back of their planner.
- Make a note the key dates that are relevant to them and their year group (this will be shared with them by their Tutor).
- Ensure they have their planner with them in school every day.
- Ensure they have their planner on their desk with their equipment in every lesson.
- Accurately record the homework set by their teachers to include:
 - The subject;
 - The details of the task;
 - The date it is due in, and;
 - Tick when this has been completed.
- Keep an accurate record of the books they have read, aiming for a minimum of two per half term (to include those read in tutor times).
- Ensure their parents/carers sign it every weekend for checking by their Tutor in a tutor time.

Please note that a lost planner will have to be replaced at the cost of £5.

Parents/Carers

- Ensure you sign your child's/children's planners every weekend for checking by their Tutor in a tutor time the following week.
- Check your child/children have accurately recorded the homework set by their teachers to include:
 - The subject;
 - The details of the task;
 - The date it is due in, and;
 - Tick when this has been completed.
- Monitor the books your child/children have read. They are aiming for a minimum of two per half term (to include those being read in tutor times).
- Check your child/children have not doodled or graffitied on or in their planner. If they are caught doing this then you will be asked to purchase a new planner at the of cost of £5.
- Ensure your child/children has their planner with them in school every day.

Key Dates

Please click here for a [link](#) to our term dates and a detailed document of key dates for this academic year to include our calendared academic mentoring days and specific year group parents' evenings.

Social Media

I encourage you to follow our social media platforms if you don't already do so. We endeavour to keep these up to date with key information and good news stories. Please find details below of each platform:

Facebook: MarkRutherfordMK41
X: @Mark_Rutherford
@Careersmrus1

Instagram: @MRutherfordPE
@RutherfordTrips
rutherfordtrips
markrutherfordperformingarts

We kindly ask that you use our social media platforms appropriately. There may be occasions where you have a question or wish to bring something to our attention; please use the Mark Rutherford School email address (Mark.Rutherford@mrus.co.uk) for anything of this nature.

Over the coming days it is likely that there is going to be a flurry of communication from us as we ensure that all key messages are shared with you.

Finally, as a school, we look forward to working together over the course of this academic year to support our students to fully meet our core values of being **Motivated**, **Respectful** and **Successful**.

Yours faithfully,



Mrs K Foster
Headteacher