

January 2025

Dear parents and carers

Thank you for your continued support, everything you do really does make a difference to our pupils. As we start the Spring term, we are writing to share some information with you regarding the structure of our pastoral team and to remind you about expectations around pupil attendance and uniform.

Pastoral Team Updates

We aim to provide the highest level of pastoral care at our school and as a team we strive to provide support, guidance and a safe environment so that our pupils can believe, achieve and succeed. Pastoral care plays a vital role in creating a nurturing school culture where students can achieve academically thus allowing them to help shape a positive future.

To ensure we continue providing the highest level of care and support, I am delighted to share news of an upcoming restructure to our pastoral care system.

This change reflects our commitment to fostering a nurturing and inclusive school environment where all students feel valued, supported, and empowered to thrive academically, socially, and emotionally. This allows us to provide more specialist support, strengthen relationships, enhance communication and expand specialist support.

KS3 and KS4 will now be led by three Assistant Headteachers and each year group will continue to have a dedicated Pastoral Manager and Progress Leader to oversee day-to-day well-being and progress.

Lower School (Y7 & Y8)	Assistant Headteacher - Mrs Etheridge
Y7	Pastoral Manager - Mrs Hall Progress Leader – Mrs Mounks
Y8	Pastoral Manager – Mr Joseph Progress Leader – Mr Whelan
Middle School (Y9 & Y10)	Assistant Headteacher – Mr Aird
Y9	Pastoral Manager – Mr Joseph Progress Leader – Ms Phillips
Y10	Pastoral Manager – Mr Stockman

	Progress Leader – Mr Wright
Upper School (Y11)	Assistant Headteacher – Mr Clement
Upper School (Y11)	Pastoral Manager – Mrs Clucas Progress Leader – Miss Cuthbert

Our team is working diligently to ensure any transitions are seamless for students and families. We will introduce the updated structure during the first week back and all students will receive detailed information about who the key people are in school to support them.

Pupil Attendance

Good attendance is essential for pupils' wellbeing and mental health, social development, and academic attainment. Equally, poor attendance can have a significant impact on pupils' mental health, and attainment. Poor attendance produces significant gaps in pupils' knowledge, and these gaps are difficult to address where poor attendance continues over time.

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school. This means that children must:

- arrive at school on time
- attend regularly
- be suitably clothed
- and be in a condition to learn.

From September, the Local Authority have been working closely with us as a school and outlined the potential reasons that may result in parents and carers being fined:

- Unauthorised absences, including holidays in term time
- At or after the equivalent of five days of illness in an eight-week period where there is no formal medical evidence to support the absence
- After a period of absence or illness without medical evidence where there has been historic poor attendance (for example in the previous academic year)

We understand that pupils are sometimes ill, and that some of our pupils have ongoing medical conditions that require periodic absence. Please be assured that these absences will continue to be authorised where we are provided with formal medical evidence to support the absence i.e., doctors' notes or letters, and appointment confirmation letters.

If your child has ongoing medical issues, including mental health issues, that might cause absence from school, you should arrange an appointment with your child's doctor in the first instance.

School Uniform Reminder for January 2025

Uniform helps us bring about a common sense of identity and shows that we all belong to Cottingham High School. We aim to ensure a strong and consistent approach to uniform to breed a sense of pride, which can permeate beyond the school gates and into the wider community.

Pupils in Years 7 to 11 are required to wear full school uniform every day. We always expect a high standard of appearance in our pupils. Staff ensure that all pupils are wearing the correct uniform throughout the school day.

Our school uniform reflects our school aims that we are aiming to strive to a positive future for our students. It also highlights the pride pupils have in our school and their own self-confidence, as well as making an excellent impression upon the wider community.

All clothing must be clearly labelled with your child's name and form so that it can be quickly returned to them in the event of it being lost or mislaid.

Uniform for Years 7, 8 and 9

- Black V-neck jumper with grey trim round the neck and the school logo
- And/or Savile cut (boys) black jacket with the school logo
- And/or Colchester cut (girls) black jacket with the school logo
- Plain white shirt
- Maroon tie with the school logo
- Plain black, knee length skirt, not stretchy or skintight.
- Plain black, full-length trousers. Belts must be plain black and with a small buckle. (Please note that the following are not permitted: cords, jeans, brushed denim, combat style trousers/multiple pockets, ski pants/leggings, trousers with multiple zips or slits in the legs, extreme hipster styles, pinstripe or other patterned styles).
- Flat, black footwear which can be polished. Boots above the ankle are not permitted. No suede, canvas or fabric shoes or ankle boots or identified trainers, see correct footwear poster below.
- Hat – Students can only wear hats outside and must take them off as soon as they enter a school building. This should be sensible and appropriate.
- Apron – This is to protect clothing during Technology lessons.
- Shorts - Black formal shorts may be worn during the summer term.

Uniform for Years 10 and 11

- Black tie with the school logo.
- All other items as in Years 7-9

Further information and visuals can be found on the school website at the following link:
[Cottingham High School - Uniform & Equipment](#)

Make-Up/Jewellery - Discreet make-up is permitted. Excessive make-up is not acceptable in a school. No jewellery should be worn. If ears have been pierced, plain studs (3mm diameter – only one per ear) may be worn and removed for PE (only one pair of studs may be worn at any time). False or coloured nails must not be worn.

Nose piercings and multiple ear piercings are not permitted. If you have given permission for your child to have a nose piercing or multiple ear piercings, please ensure that these take place at the start of the summer holidays, so that the piercing has healed by the start of the new school year in September and nose studs and multiple ear studs etc do not need to be worn.

Hair - Pupils' hair styles must be reasonable – we do not allow more extreme hair styles e.g. bright/multi-colours or Mohican cuts. Head scarves are not to be worn, except for religious reasons, and hair bands can only be worn if thin and black. Pupils considering a radical change of hairstyle should check with a member of their pastoral team in advance to ensure that it is within School guidelines.

Outer clothing - Denim Coats/Jackets, hoodies and non-school jumpers are not allowed. Coats cannot be worn in school buildings or lessons.

Equipment

Students are expected to arrive at school with the correct equipment each day. Students should be in line ups for 8.30am.

It is the students' responsibility to be organised with the right equipment, ready to start the school day. You can help by making sure that your child has a weather-resistant bag, large enough to carry an A4 folder and the following equipment:

Pencil Case	Highlighters
Black Pen	Scientific calculator
Blue Pen	Coloured pencils
Purple Pen	Sharpener
Green Pen	Water bottle
Pencil	Reading Book
Rubber	Ruler

They should also always carry their Student Planner with them, and we encourage them to bring reading material to school.

Thank you for your continued trust and partnership. Should you have any immediate questions, please do not hesitate to contact a member of the pastoral team. If you have any questions about the uniform expectations, please do contact your child's pastoral manager, progress leader or Assistant Headteacher. We hope that you have had a great Christmas, and we look forward to our students returning to school this week.

Yours sincerely

Mrs C Nicholls

Deputy Headteacher
Cottingham High School