

**AUTUMN
TERM**



2024

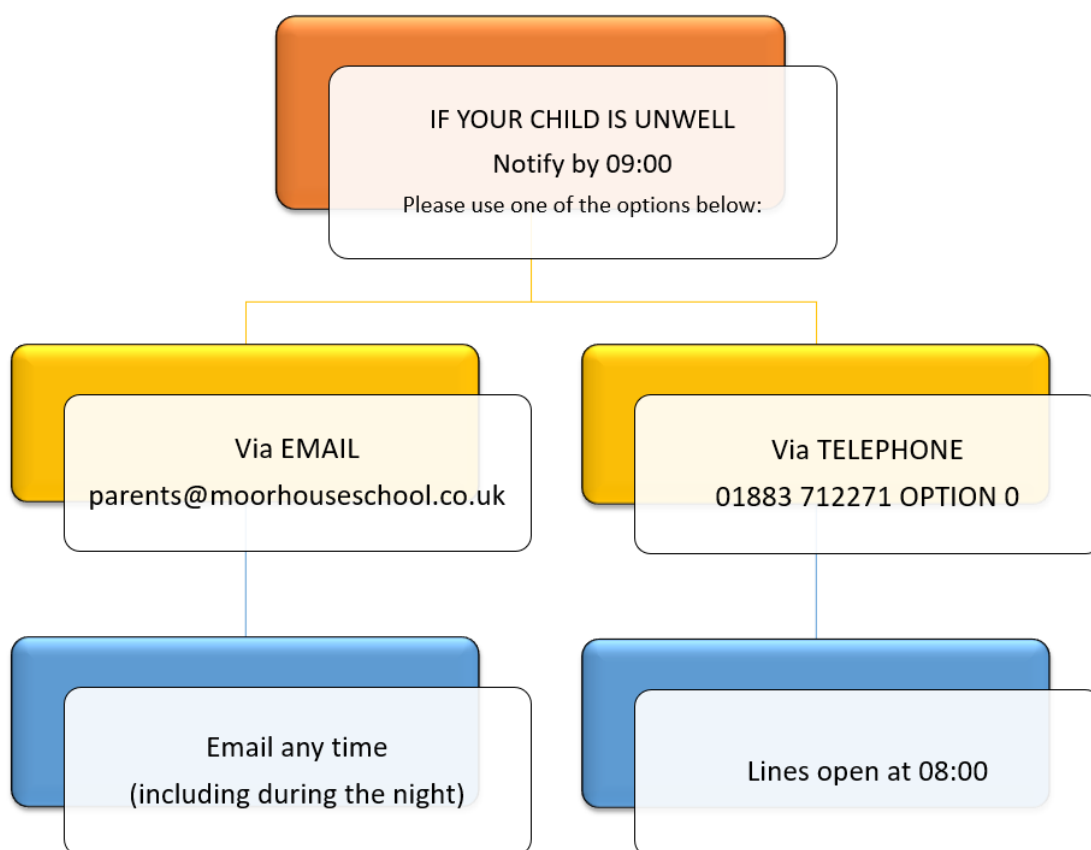
TERMLY REMINDERS

START of NEW ACADEMIC YEAR

Autumn Term

SUMMER UNIFORM: September – October ½ Term
(Logo polo shirts/green checked dresses)

WINTER UNIFORM: from after October ½ Term



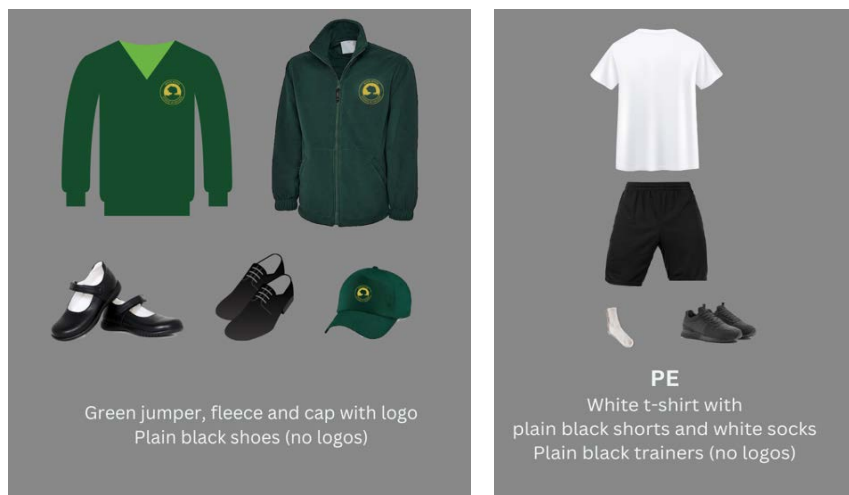
SUMMER UNIFORM



WINTER UNIFORM



GENERAL UNIFORM (applies to both Summer and Winter)



Moor House School & College

WEBSITE

Our Website can be found:

www.moorhouseschool.co.uk

When you first load in it will look like this:



There is a parent secure section – please email parents@moorhouseschool.co.uk to be given the log in details.

parents@moorhouseschool.co.uk

Generic email to contact Moor House School & College with absence requests, illness notifications and general enquiries. Please try not to email staff direct with this information in case they are not picking up their emails. This email inbox is regularly checked and actioned each day.

TRANSPORT

If your child comes in via taxi, please ensure you keep the taxi firm and the Local Authority Transport team updated of any term dates and time changes to drop off and collections. It is your responsibility to do this – even if your child shares with other students please still inform them.

VEHICLE DROP OFF AND COLLECTION TIMINGS

We use a time slot and flow system for drop off and collection - please ensure that you or the taxi firm keep to the times you are given to ensure smooth running on site. Morning Drop off: please arrive at the allotted time slot. Afternoon Collections: 15/20 mins before collection times, not any longer.

Please do not block Mill Lane when waiting (Mill Lane is an active bus route)

MEDICAL APPOINTMENT

(eg Dentist/Dr/Hospital/CAMHS)



Parent/Carers to complete the "Request for time off Form" as soon as possible even if it is months in advance
(please ensure where possible that routine appointments are made outside of school hours or during holidays)



Parent/Carers must send in the completed form and supporting appointment evidence (text/email/letter) either via email to parents@moorhouseschool.co.uk or handed into reception.



Admin will process the request and this will on the whole be authorised.
(Any issues we will contact you.)

EXCEPTIONAL CIRCUMSTANCES ABSENCE



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graph TD; A[EXCEPTIONAL CIRCUMSTANCES ABSENCE] --> B[Parent/Carers to complete the "Request for time off Form" as soon as possible even if it is months in advance (not medical appointments or meetings with professional bodies eg CAMHS)]; B --> C[Parent/Carers must send in the completed form and supporting appointment evidence (text/email/letter) either via email to parents@moorhouseschool.co.uk or handed into reception]; C --> D[Admin will email you the form back and confirm if the requested time has been Authorised / Unauthorised];
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Parent/Carers to complete the "Request for time off Form" as soon as possible even if it is months in advance

(not medical appointments or meetings with professional bodies eg CAMHS)

Parent/Carers must send in the completed form and supporting appointment evidence (text/email/letter) either via email to parents@moorhouseschool.co.uk or handed into reception

Admin will email you the form back and confirm if the requested time has been Authorised / Unauthorised

SCHOOL STUDENTS – DAY STUDENTS
KS2, KS3 and KS4: Year 3 – Year 11

DAY	Morning drop off	Afternoon Collection
Monday	Between: 08:15 - 08:40	15:50
Tuesday	Between: 08:15 - 08:40	16:50
Wednesday	Between: 08:15 - 08:40	15:50
Thursday	Between: 08:15 - 08:40	16:50
Friday	Between: 08:15 - 08:40	KS2: 14:00 KS3-4: 15:00

Please ensure that the Taxi Firm are aware of drop off times. College students are dropped off from 08:00. Vehicles dropping School students off should not arrive on site until 08:15.

KS2 Students can be collected at 15:50 on a Tuesday and Thursday but parents/carers must collect them and let the Admin Team know each term if this will be for the whole term.

SCHOOL STUDENTS – RESIDENTIAL STUDENTS
KS2, KS3 and KS4: Year 3 – Year 11

DAY	Start of week drop off	End of week collection
Sunday	From 18:00	
Monday	From 08:00	
Friday		15:00

COLLEGE STUDENTS – DAY STUDENTS

KS5: Year 12 – Year 15

DAY	Morning drop off	Afternoon Collection
Monday	Between: 08:00 - 08:30	15:50
Tuesday	Between: 08:00 - 08:30	16:50
Wednesday	Between: 08:00 - 08:30	15:50
Thursday	Between: 08:00 - 08:30	16:50
Friday	Between: 08:00 - 08:30	15:00

PLEASE NOTE THAT THESE ARE THE CORE FINISH TIMES FOR COLLEGE.

These start and finish times could be subject to change depending on their Timetabled Courses.

Parents/Carers will be advised directly and then you must inform the Taxi Company/Local Authority Transport Team

If you have any transport issues please contact our Logistics Coordinator: Emily Richins: Richinse@moorhouseschool.co.uk

COLLEGE STUDENTS – RESIDENTIAL STUDENTS

KS5: Year 12 – Year 15

DAY	Start of week drop off	End of week collection
Sunday	From 18:00	
Monday	From 07:30	
Friday		15:00

MORNING DROP OFF

ALL STUDENTS are dropped off at MAIN RECEPTION at their relevant time slots. Please ensure the taxi companies (where applicable) are informed not to arrive too early on site (School Student-only taxis must not arrive on site BEFORE 08:15).

08:00 – 08:30

COLLEGE STUDENTS ARRIVAL

All College Students must arrive by 08:30

If School Students travel with College Students they may also arrive between 08:00-08:15

08:15 – 08:40

SCHOOL STUDENTS ARRIVAL

All School Students must arrive by 08:40

If School Students travel with College Students they may also arrive between 08:00-08:15

AFTERNOON COLLECTIONS

Either from MAIN RECEPTION or OLD RECEPTION.

In general: the split of vehicle collection points is: Vehicle Numbers: 1-50 at reception and 51-100 at old reception. If this is not the case, each individual driver will be informed of this. VEHICLES should not be on site to collect more than 30 minutes before the end of the day.

KS2 ONLY:

Early collection on Tuesdays and Thursdays (15:50)

WILL ALWAYS BE FROM MAIN RECEPTION

COLLECTIONS FOR STUDENTS

ALL VEHICLES WILL BE GIVEN A NUMBER AND WILL BE TOLD WHERE THEY ARE COLLECTING FROM – PLEASE ENSURE YOU COLLECT FROM THE CORRECT PICK UP POINT AND FOLLOW THE CORRECT FLOW OF VEHICLES



Flow of Vehicles



SHAPE OF THE DAY
KEY STAGE 2: Years 3-6

Monday	Tuesday	Wednesday	Thursday	Friday
Tutor Time / PSHCE 08:45 – 09:15	Phonics / Literacy Programme 08:45 – 09:15	Assembly 8:45-9:15	Phonics / Literacy Programme 08:45 – 09:15	Period 1 08:45 – 09:45
Period 1 09:15 – 10:15	Period 1 09:15 – 10:15	Period 1 09:15 – 10:15	Period 1 09:15 – 10:15	Morning Break 09:45 – 10:00
Morning Break 10:15 – 10:40	Morning Break 10:15 – 10:40	Morning Break 10:15 – 10:40	Morning Break 10:15 – 10:40	Period 2 10:00 – 11:00
Period 2 10:40 – 11:40	Period 2 10:40 – 11:40	Period 2 10:40-11:40	Period 2 10:40 – 11:40	Period 3 11:00 – 12:00
Period 3a 11:40 -12:10	Period 3a 11:40 -12:10	Period 3a 11:40 – 12:10	Period 3a 11:40 -12:10	Lunch 12:00 – 13:00
Lunch: 12:10 – 12:40 Play: 12:40 – 13:20	Lunch: 12:10 – 12:40 Play: 12:40 – 13:20	Lunch: 12:10 – 12:40 Play: 12:40 – 13:20	Lunch: 12:10 – 12:40 Play: 12:40 – 13:20	Period 4 13:00 – 14:00
Period 3b 13:20 – 13:50	Period 3b 13:20 – 13:50	Period 3b 13:20 – 13:50	Period 3b 13:20 – 13:50	KS2 STUDENTS DEPART 14:00
Period 4 13:50 – 14:50	Period 4 13:50 – 14:50	Period 4 13:50-14:50	Period 4 13:50 – 14:50	
Period 5 14:50 – 15:50	Period 5 14:50 – 15:50	Period 5 14:50-15:50	Period 5 14:50 – 15:50	ALL OTHER STUDENTS DEPART 15:00
DAY STUDENTS DEPART 15.50	DAY STUDENTS DEPART 15:50	DAY STUDENTS DEPART 15:50	DAY STUDENTS DEPART 15:50	
	OPTIONAL FOR KS2: After School Activities 15:50 – 16:45		OPTIONAL FOR KS2: After School Activities 15:50 – 16:45	
	DAY STUDENTS DEPART 16.50		DAY STUDENTS DEPART 16.50	

SHAPE OF THE DAY

KEY STAGE 3, 4 and 5: Years 7-15

(College students studying at partner colleges will have a different timetable)

Monday	Tuesday	Wednesday	Thursday	Friday
Tutor Time / Literacy Programme 08:45 – 09:15	Tutor Time / Literacy Programme 08:45 – 09:15	Assembly 08.45-9.15	Tutor Time / Literacy Programme 08:45 – 09:15	Period 1 08:45 – 09:45
Period 1 09:15 – 10:15	Period 1 09:15 – 10:15	Period 1 09:15 – 10:15	Period 1 09:15 – 10:15	Morning Break 09:45 – 10:00
Morning Break 10:15 – 10:40	Morning Break 10:15 – 10:40	Morning Break 10:15 – 10:40	Morning Break 10:15 – 10:40	Period 2 10:00 – 11:00
Period 2 10:40 – 11:40	Period 2 10:40 – 11:40	Period 2 10:40 – 11:40	Period 2 10:40 – 11:40	Period 3 11:00 – 12:00
Period 3 11:40 – 12:40	Period 3 11:40 – 12:40	Period 3 11:40 – 12:40	Period 3 11:40 – 12:40	Lunch 12:00 – 13:00
Lunch 12:40 – 13:50	Lunch 12:40 – 13:50	Lunch 12:40 – 13:50	Lunch 12:40 – 13:50	Period 4 13:00 – 14:00
Period 4 13:50 – 14:50	Period 4 13:50 – 14:50	Period 4 13:50 – 14:50	Period 4 13:50 – 14:50	Period 5 14:00 – 15:00
Period 5 14:50 – 15:50	Period 5 14:50 – 15:50	Period 5 14:50 – 15:50	Period 5 14:50 – 15:50	ALL STUDENTS DEPART 15:00
DAY STUDENTS DEPART 15.50	DAY STUDENTS DEPART 15:50	DAY STUDENTS DEPART 15:50	After School Activities 15:50 – 16:45	
CPD	After School Activities 15:50 – 16:45	CPD	DAY STUDENTS DEPART 16.50	
	DAY STUDENTS DEPART 16.50			

MHS&C ADMIN TEAM

