

AST/RCL/GHA

12 December 2022

Dear Parents and Carers,

Re: Start of the Plume Academy Day – January 2023 onwards

As the academy approaches the end of the autumn term and you enjoy your festive break together as valued stakeholders, I would like to ensure you are fully knowledgeable of the change in the structure of the day for January 2023 onwards.

The academy has reviewed the registration process for the start of the academy day, which will see the first bell go at 8.25am, giving students a 5-minute window of time to arrive at form and ensure they are registered at 8.30am. Any student that arrives at form or the academy building **after 8.30am will be marked late** on the academy registration and this will in turn result in a compulsory 'same day 20-minute reflection' being issued during their lunch period on that day.

This change in the academy day will ensure students benefit greatly from more time within their form tutors and receive the detailed and informative Personal Development curriculum for a further five minutes each day.

We would ask all parents and carers to ensure the **arrival of students to the academy occurs between the time of 8.10am – 8.20am** to ensure our students are prepared and ready for the first bell at 8.25am. This will provide sufficient time for students to arrive in form before the 8.30am registration commences with their form tutor.

Please see the link below for further information relating to the structure of the academy day for January 2023 including a video that outlines the new start time for students.

<https://www.plume.essex.sch.uk/the-academy-day>

If you have any further questions about this new start time, please liaise with the respective Head of Year and Assistant Head of Year in the first instance. Thank you in anticipation of your on-going support and may I take this opportunity to wish you a very Merry Christmas and a Happy New Year.

Yours sincerely,



Mr A Stoneman
Vice Principal and
Designated Safeguarding Lead