



Headteacher: Mr H Kutty BA Hons

June 2023

Dear Parent/Guardian,

Re: Administration Newsletter

Upcoming Dates for your diary

Tuesday 27th June 2023 – Year 7 Parents Evening

Wednesday 28th & Thursday 29th June 2023 – Year 10 Progress Day

Thursday 29th June 2023 – Summer Concert

Monday 3rd – Friday 7th July 2023 – Year 10 Work Experience & Year 6 Transition Week

Friday 21st July 2023 – **all students will finish at 12.50pm** – Students will attend in non-school uniform and attend regular lessons periods 1-4, They will have their normal first break Year 7 & 8 at 10.40 - 11.10 and Year 9 & 10 at 11.30-12.00. Please note students who are eligible for free school meals, their allowance will be made available at these times. The 758 & 506 bus services will depart Cantell School at 1pm on this day

Wednesday 6th September 2023 – 1st day of the Autumn term, all students in school to start at 8.30am

Term dates

Autumn Term 2023	Open:	4 th September 2023
	Half Term:	23 rd October – 27 th October 2023
	Close:	15 th December 2023
Spring Term 2024	Open:	4 th January 2024
	Half Term:	12 th – 16 th February 2024
	Close:	28 th March 2024
Summer Term 2024	Open:	15 th April 2024
	Half term:	27 th May – 31 st June 2024
	Close:	24 th July 2024

Inset Days

Monday 4th September 2023
Tuesday 5th September 2023
Tuesday 2nd January 2024
Wednesday 3rd January 2024
June 2024 TBC

Water Bottles

Please encourage your child to bring a refillable water bottle to school. Water from all taps in school are suitable for drinking, and bottles can be refilled at break/lunch times. We feel it is vital that all students bring in a water bottle.

Contact Details

Under the Data Protection Act, we are required to ensure that all the data we have is correct. If any contact or address details for your child have recently changed, please notify Student Services in writing so that we



can amend our records accordingly. For Safeguarding purposes, we ask that we have at least 2 contacts per child.

Lost Property

We would politely request that you ensure all of your child's school uniform, including coats and PE kit is **fully named**. This will ensure that any lost property can be reunited with the owner. Please help us to help you! We are currently displaying lost property by Student Services. Please note this will be disposed of on the last day of term.

ParentPay / Cashless Catering

Thank you to those who have activated their ParentPay accounts. For a guide on how to use ParentPay, please go to the school website parents section – online payments. Alternatively, if you require any assistance with accessing ParentPay, please contact a member of the Student Services team.

Please note, as we are a cashless school, ParentPay is used for making all school payments for trips/visits, school bus, lockers etc. It also has information letters and consent slips for all trips & visits.

Please ensure you regularly check your child's lunch account and make top ups as required.

Attendance

It is important that your child arrives on time to support the school to follow the Government guidelines. If your child is unable to attend school it is vital that you call and report the absence before 8:20am, by calling 023 80323111 - Option 1 then for

- L2L press 1
- Yr 11 press 2
- Yr 10 press 3
- Yr 9 press 4
- Yr 8 press 5
- Yr 7 press 6

or alternatively by email: attendance@cantell.org.uk

Medical Appointments

Whenever possible, please make medical appointments outside of school hours. We appreciate, there are occasions where hospital, dental or orthodontic appointments must be taken at the time given. On these occasions, students are ideally to attend school before and/or after the appointment (where feasible). If your child needs to sign out from school for an appointment, please inform us the day before by calling in and/or providing an appointment card or letter as evidence.

We ask that you remind your child of their appointment and that they need to make their way to Student Services to sign out, we cannot take responsibility of reminding students.

Don't forget to check our social sites (Facebook, Twitter and the Cantell website) for upcoming events, important dates and also to find the latest Cantell news.

If you have any questions, please do not hesitate to contact myself or a member of the Student Services team on 023 8032 3111.

Kind regards

M Rice

Mrs M Rice

Student Services & Admin Manager

