



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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LATCHFORD, WARRINGTON
WA4 1JL

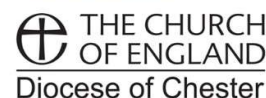
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Dear Parents and Carers

Welcome to the new academic year 2021 -2022

Communication

I hope you are well and are staying safe. It has been so very lovely to welcome all our students back into what we hope is a more normal school year. Many of these messages were communicated in my bulletin towards the end of last year, but there still remains some confusion so I am communicating by letter to ensure you all have the information.

Just a reminder that it is incredibly important that we have the correct contact details for parents/carers. This is a Health and Safety necessity as we must be able to get hold of parents/carers or named contacts in the case of an emergency. We communicate so much via email and text and it is clear that messages in some cases are not getting home. Communication is vital to the school operating and running smoothly so your support with this is very much appreciated. From September we are going to go paperless where possible, so if we do not have an email address and mobile phone number then you won't be able to get key information including reports on your child. If you are ever unsure of any of the messages that we communicate then please do get in touch with us. We would rather you ask then we can help and support.

School Gateway App

It is absolutely imperative that everyone downloads this, as this is how we communicate key information.

Please make sure you are signed up with this otherwise you will miss key communications. You may initially have problems signing up to the gateway for the first couple of weeks into the academic year, this is due to the high volume of data sheets returned to school at the start of term. Please can we ask you to bear with us while we update your information on the school system. If you are struggling with this then contact school and you can come in and we can support you with this.

The school continues to look for ways to improve communication with parents and carers in order to work together with the goal of ensuring your child achieves their potential. We use a free system called 'School Gateway'. Signing up to this system allows the school to send free messages, reducing text message costs.

You will be able to:

- Keep up to date with the latest information about your child/ren
- View your child's timetable
- View attendance information about your child



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- Review attitude to learning
- Notify us of any reason for absence
- Check and update your contact details
- View the latest news from School

We can:

- Send real time notifications to you when new information is available
- Save money on admin time, printing and paper
- Ensure our contact details for you are up to date

You will need to register for a School Gateway account in order to view this information. This can be done via the "New User" tab at www.schoolgateway.com or via the School Gateway app which can be downloaded from the Apple app store or Google Play store for free. We are set to save a lot of money which can be spent on resources for the students should we have full engagement from parents.

Next steps:

1. To get started you will need to register for a School Gateway account - This can be done via www.schoolgateway.com or via the School Gateway app
2. Upon registration you will be asked to enter your email address and mobile number. The school will use the email address and mobile number that we hold for the Priority one contact(s). If you are not certain that we have your correct details, please contact a member of the Pastoral team
3. To register via the School Gateway website, go to www.schoolgateway.com and select the "New User" tab; enter your email address and mobile number that we have on record for you. Select Send PIN and a PIN number will be text to your mobile phone
- 4. If you do not have an Apple or Android device, skip to step 7**
5. To register using the School Gateway smartphone app, go to your app store and search for "School Gateway" or navigate to www.schoolgateway.com/apple or www.schoolgateway.com/android on your phone and download the app
6. Once downloaded, select the "I'm a New User" button; enter your email address and mobile number that we have on record for you. Select Send PIN and a PIN number will be text to your mobile phone
7. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of any new information in your notifications bar
8. If you change your contact details, please let the school know as soon as possible- you can check and send us an update via the "About Me" section



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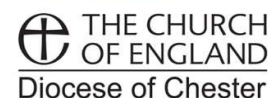
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School Gateway is part of Schoolcomms, which is registered with the Data Protection Act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material. Once you are set up you will receive all text messages via the app.

COVID Update

We are currently in our second round of testing. I am pleased to say out of all the tests we did last week that no one tested positive. If your child feels ill at all please keep them at home and complete a LFD, please do not send them into school. Please remember to do an LFD twice a week after the testing this week.

If a child tests positive then the close contacts will no longer have to self-isolate. We will continue to keep you updated.

Hygiene standards are still very important and social distancing where possible. Masks are no longer mandatory but students and staff can wear them if they prefer.

Standards for September - There have been several reminders in the school holiday period, but unfortunately we do not have 100% compliance yet.

Sir Thomas Boteler Church of England High School's uniform and PE kit is compulsory and this is a non-negotiable. By choosing to come to this school, you sign up to our uniform policy. Failure to comply will result in a student being sent home to change (where appropriate) or they will have to wear what we provide. Failure to comply may lead to isolation.

Hoodies

Hoodies are banned in school and if they are seen during the school day they will be confiscated. Students can wear a school navy jumper if they are cold or they can bring a suitable coat. A hooded top is not a substitute for a jumper or a coat at any time.

Coats

Coats are allowed and a dark colour is recommended. Coats must be removed when in the school building. Coats and outdoor attire are not a substitute for a blazer.

Skirts

Students who opt to wear a skirt must adhere to the fact that they need to be knee length. The school holidays are the ideal opportunity to purchase a new skirt. However the skirt must be the appropriate length. Excuses will not be tolerated as we have given ample opportunity for students to rectify this for September



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2021. Those students who continue to roll their skirt up will face a sanction. I appreciate that this may seem harsh, but the appropriateness of how the skirts are being worn by some is not acceptable and not representative of our high standards.

Black 40 denier tights or black knee socks must be worn when wearing a skirt. We have ordered a supply of brand new socks and tights and if a student is in ankle socks they will be given a new pair of black socks or black tights to change in to. Over the knee socks are not permitted.

Trousers

Smart black formal trousers are permitted. Skinny trousers, leggings or denim are not allowed.

Nails and Eye lashes

Just a reminder that false nails and painted nails are not allowed. Students will be asked to remove polish and we have a facility for this. If the nails are gel or acrylic then the student will have to be isolated until this can be rectified. Where possible we do help in getting them appointments so this matter can be dealt with swiftly. Students are very aware of what they are allowed and not allowed and your support is appreciated.

False eyelashes, again are not permitted. The students will be asked to remove them and we will support them in doing this. I appreciate some have them glued on and need them removed professionally and again they will be isolated until this can be addressed. We will support with appointments where we can.

Makeup

As per the policy students in Key Stage 4 (Year 10 and 11) are allowed to wear minimal makeup. Key Stage 3 are not permitted to wear makeup.

Jewellery

No jewellery is allowed at all except a watch. Piercings are to be done in the 6 week school holidays as any piercings are not allowed in school. If a student refuses then they will be isolated until it is removed. We are very clear on this policy and has been in our hand book for the past 7 years.

Shoes

All school shoes must be able to be polished. Shoes with any sports logo on (even if they can be polished) will not be permitted. Just because a shoe is in the 'school shoe' aisle in a shop does not mean it is acceptable. Boots, trainers and canvas shoes are not permitted. If you are unsure at all please send us an email or message and we will happily advise. Many thanks to those who did ask for advice. However, some people



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are under the illusion that Nike Air Force 1 are school shoes and they are not. They can be polished but they have the sports logo on – which is not allowed. Just to clarify Kickers shoes are allowed – not boots.

Equipment

Please check the school handbook for all the equipment needed. However, as a reminder, you need a fully stocked pencil case (pen, pencil, ruler, rubber, pencil sharpener, protractor and compass) Students will also need a scientific calculator a reading book and their Knowledge Organiser (which we will provide).

iPayimpact Online Payments (REALLY IMPORTANT)

The school has invested in a new online payment system to allow parents/carers to pay for their child's school meal online using a credit or debit card. The system also supports payments to school for ties, equipment and food technology. The system will be expanded until all payments are made using this online system.

The iPayimpact online payment system gives parents a more convenient and flexible way to make payments online. By making cashless payments online, you know that your money has reached the school safely. You can view your account statement and payment history and check when payments need to be made. Parents can access the school canteen's menu online and see which meal your child chose at lunchtime. Cashless payments help the school to be more efficient as administration time in the office is reduced.

We are looking to remove the machines in school by October half term, so that all payment is electronic so please ensure you register as soon as possible.

How do I Register?

You will have received or be receiving a letter from the school which gives you your:

Pupil ID / Account Ref (for your child/ren).

This letter will detail how you can access the website www.ipayimpact.co.uk and some simple instructions on how to use the website to make payments and look at purchase history for your child/ren.

Registration is easy, please do the following:

1. Go to www.ipayimpact.co.uk
2. Click on 'Register'.
3. Enter the Pupil ID / Account Ref – as provided by your establishment for one of your children.
4. Enter your Username – this is what you will use to login to your account.



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5. Enter a VALID email address – this must be valid as it will be used to send you payment receipts and activation details for your account.
6. Confirm the email address by entering it again.
7. Enter a Password that you will remember. Please remember NOT to give your password details to anyone else. Your Password MUST be a minimum of 6 characters, plus include at least one capital letter; one number and one other character that is NOT a number or letter.
8. Confirm your Password.
9. Answer the Maths Test – this is to prevent automated SPAM registrations.
10. Read the terms and conditions by clicking 'Click here to view the terms and conditions'. Once read, close the newly opened tab/window before continuing.
11. An email will be sent to the email address you entered above. Please go to your email and follow the instructions you receive to activate your login.
12. When you FIRST log in you will be asked to enter some personal details such as your name and address. This is to ensure that you don't have to keep entering these details when making a payment via the secure site. Please enter these details accurately.

I have forgotten my Password / How do I reset my Password?

If you have forgotten your iPayimpact password – follow these steps:

1. Go to www.ipayimpact.co.uk
2. Click on 'Log In'.
3. Click on 'Reset your password'.
4. Enter your Username.
5. Enter your valid email address.
6. Click on 'Reset Password'. A message will be sent to your email address with instructions on how to reset your password.
7. Click on the link in the email.
8. You can now enter your new Password and Confirm this by entering it again. Your new Password MUST be a minimum of 6 characters, plus include at least one capital letter, one number and one other character that is NOT a number or letter.
9. Click on 'Change Password'.
10. You can now log in using your new Password

Further details can be found on www.boteler.org.uk/ipay

Any issues in relation to this please contact the Business Manager Mr Frodsham mfrodsham@boteler.org.uk



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I feel I am very understanding and reasonable as a Headteacher. However, we have high standards and high expectations and we would like all our students to adhere to them. The expectations and rules are clearly set out in the school handbook and all the students are aware of what they are and are not allowed to do when they become a member of the Boteler Family. I have reiterated this with them all in assemblies last week. I pride myself on the High Expectations, High Aspirations and High Standards we have as a school and I do all this with the best interests of my students at heart. I really want to ensure that there are no excuses or issues over the coming weeks, so we can focus on learning.

Standards underpin everything and they set the tone and are the foundation for learning. It is crucial that I have you as parents and carers working with me as then you are able to relay the same message from home. The partnership is very important to me.

It is also really important that we begin the academic year well and start as we mean to continue. I am so proud of all my young people and watching them come into school this morning and seeing them happy, smiling and ready to learn, really does make everything we do so worthwhile. I just need everyone on board. Of course we will help those who are struggling for whatever reason, but please let us know.

Many thanks for your continued support, it is much appreciated. Have a good week and if I can be of any help or assistance then please do not hesitate to contact me personally.

Yours faithfully

Beverley Scott-Herron

Headteacher



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