

Our ref: CS/JB/Morning Line Up

Date: 20<sup>th</sup> May 2024

Dear Parent / Carer,

### **Morning Line ups**

At Dame Elizabeth Cadbury we are committed to ensuring that all pupils have a strong and positive educational experience every day. As part of our work to ensure that all pupils are ready for learning each day, from Monday 3<sup>rd</sup> June 2024, we will be moving to a routine of morning line-ups for all pupils.

The morning line-ups will work as follows:

- All pupils are expected to be on-site for 8:36 each morning.
- Pupils will move to the central playground, make their way to the area designated for their house and line up in their form group.
- Uniform standards will be checked at this point by form tutors to ensure that all pupils are meeting our expectations.
- Heads of House will then share key reminders, messages and speak with individual pupils as required before pupils are dismissed to form rooms.

In addition to this, we will also be launching an equipment shop which will run each morning. As part of our daily equipment checks, pupils will be sent to the equipment shop where they will purchase any missing items and ensure that they have their basic equipment for the day. To ensure consistency, please remember that all pupils are expected to arrive to Dame Elizabeth Cadbury each day with:

- A black pen
- A green pen
- A pencil
- A ruler
- A school planner (provided by the school at the start of the academic year)

The purpose of the morning line-up will be to:

- Support pupils in meeting our punctuality expectations.
- Ensuring that pupils have a warm and welcoming start to each day – allowing staff to address any issues or concerns.
- Promote a culture of unity within houses and across our school; ensuring that every pupil maintains the highest possible standards each day at Dame Elizabeth Cadbury.

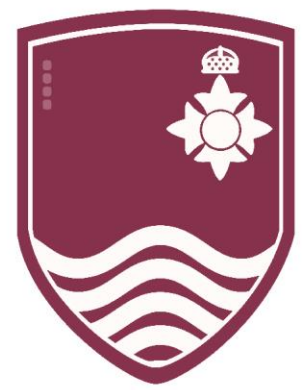
During the week beginning Monday 20<sup>th</sup> May 2024, all pupils in Years 7 – 10 will complete a walk-through of this process and complete a form time activity to ensure that they fully understand the system and expectations.

We value your support and commitment with keeping our standards exceptionally high and truly appreciate the work that you do at home to ensure that your child is ready for learning each day.

Yours Sincerely,



Mr C Seager  
Head of School



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