



SHN/RSA

13 April 2026

Dear Parents and Carers,

I hope you and your families had a wonderful Easter break and enjoyed some well-deserved time together. On behalf of the whole school community, I would like to welcome you back for the start of the new term.

As we continue through the term, please take note of the following important reminders to help ensure the smooth running of the school day for all pupils:

### **ArborPay Accounts**

If your child has chargeable school meals and snacks, please ensure your child's ArborPay account is topped up each week in advance, to cover lunch costs. This helps us avoid any disruption or anxiety at mealtimes.

### **PE Kit**

Please check which day your child has PE and ensure they bring their PE kit to school on that day.

### **Uniform**

Please ensure your child is wearing the correct school uniform. Details of our uniform policy and where items can be purchased are available on the school website by [clicking here](#).

### **Essential Equipment**

Students must bring their own equipment to school each day to ensure they can participate fully in lessons. They will need a pencil case with the following equipment:

- Pens (black, green, and purple)
- Pencil
- Ruler
- Protractor
- Eraser
- Scientific Calculator (Casio FX-83/85 models are recommended)
- Spanish Dictionary for language lessons is recommended
- Yondr Pouch



### **Arriving Part Way Through the Day**

If your child arrives after the start of the school day, they must enter via the **Student Main Pedestrian Gate**.

Please do not drop pupils off in the visitor car park unless prior arrangements have been agreed with the school.

### **Reporting Absence**

When calling to report an absence, please call 01889 802440 and select option 2 or direct dial 01889 571685. You will then hear an automated message asking you to leave details of the absence. Although it can be daunting to leave a message, please provide the following information:

- the name of your child
- their Tutor group
- the reason for their absence
- your name and relationship to the child

This will be automatically transcribed onto our records. Alternatively, the above absence information can be emailed to the Attendance Team at the email address below.

If reporting a medical appointment, please email the details including the appointment letter to [attendance@hartschool.org.uk](mailto:attendance@hartschool.org.uk)

For further details on our Attendance Policy and Expectations please [click here](#).

### **\*New\* Call Back Option**

Please contact the school via email [enquiries@hartschool.org.uk](mailto:enquiries@hartschool.org.uk) , with all non-urgent matters to ensure that emergency calls are given priority.

When contacting the main Reception Team by telephone, we now have an option to select "call back". If selected, this will hold your place in the queue and will call you back when a member of the Team becomes available. Please note: Reception Opening Hours are 8am – 4pm daily.

Thank you for your continued support in helping us maintain high standards and a positive learning environment.

Yours sincerely,

**Miss R. Sandham**  
Principal