



1 September 2022

Dear Parents/Carers

I, and all the staff at St Mary's, hope you had a lovely summer holiday. We are all very much looking forward to welcoming your child back to school in the coming days, greeting many familiar faces as well as a lot of new ones.

This is a useful time to remind you of a few key items and policies:

Car park and driving on site:

The car park at school gets very busy at the end of the day (2:55pm). If you pick your child up and do not have an urgent appointment or other school collection to get to, can I suggest you come to school between 3:05 and 3:15pm when the queue is much quieter and you can usually drive in, pick up and leave without waiting. Students can wait at the front of the school.

To keep the car park safe for all, the speed limit is **5mph**; it is imperative that you do not speed, but observe this limit **at all times** to reduce the risk of accidents. You must follow the same rules you would on the road (e.g. arrows on the road indicating one way, not waiting on the roundabout).

Students can only be picked up inside the car park – we do not let students out of the main pedestrian gate by the vehicle entrance (the pedestrian gates to Bury Green and Theobalds Lane are open at the end of the day).

Mobile Phones:

Mobile phones that are seen or used by students anywhere, any time on site (inside or outside the buildings) will be confiscated. Whilst we understand their safeguarding benefits to/from school, there are also risks of them being used in school and we will continue to confiscate if they are taken out. Please ensure your child understands this – it is **their** responsibility to turn them off and keep them in their bag. If you need to contact them during the day, please telephone school reception. (note: Sixth Form students may use a mobile phone in the sixth form common room ONLY.)

Student Equipment Reminder – Big 5:

Please remind your child that they should be prepared for learning each day when they come to school, and this starts with ensuring they have correct equipment. The BIG 5 essentials are:

- A reading book
- A calculator
- A black or blue pen and a green pen
- A pencil
- A ruler

WE BELIEVE EVERYONE IS EQUAL: EVERYONE DESERVES THE BEST

Lieutenant Ellis Way, Cheshunt, Hertfordshire EN7 5FB t: 01992 629124 f: 01992 643354

e: admin@st-maryshigh.herts.sch.uk w: www.st-maryshigh.herts.sch.uk

Headteacher: Mr Nicholas Simms B.Sc. (Hons), NPQH

'Students feel happy and safe at school' OFSTED 2019

'An exceptionally inclusive and caring community' SIAMS Inspection 2020

Key policies are found on the school website. For ease of reference link is here:

<https://st-maryshigh.herts.sch.uk/policies>

Please ensure you are familiar with the school policies, particularly:

- Mobile phone policy [Mobile Phone Policy](#)
- Uniform and Personal Presentation policy [Uniform Policy](#)
- Behaviour for Learning policy [Behaviour Policy](#)
- Attendance policy [Attendance Policy](#)

As always, I thank you in advance for your support over our policies to ensure your child has a happy and safe time at school, and understands our expectations of them.

Yours faithfully



Nicholas Simms
Head Teacher

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