



Key information sheet – September 2019

Attendance

We encourage every child to attend school every day, but if your child is absent for whatever reason, please can you notify the attendance team by using the following email:

absenceandmedical@maidenerleghchilternedge.co.uk

If your child is absent you need to have emailed this email address by 8.30 on the day of absence. This needs to be done on each day of absence. We are likely to still give you a call to confirm the absence.

All absences require supporting evidence. Please also use this email to report any absences through essential appointments – ideally these should be reported in advance.

Open Evening

On Thursday 19 September we will be closing the school at 12.30 in preparation for open evening.

Buses have been re-arranged and students travel home.

Many students will be coming back later in the evening to help. They will receive a letter with more information on this

Year 11 Careers

All Year 11 students will be offered a Careers Appointment with Adviza over the next 6 weeks. Adviza is an MECE partner that helps students to make better decisions enabling them to progress in learning and work. The aim of these sessions is to support young people at important times in their lives where key decisions need to be made.

This is a great opportunity for your child to talk through their next steps. Therefore in order to maximise on this please can you encourage your child to prepare and take along any notes they have regarding future aspirations. More information on Adviza can be found on their website <https://www.adviza.org.uk/>

Photo day

This Friday (13 Sept) is photo day. It is important that all students are present and dressed in correct uniform. Every student needs an up to date photograph taken for our records. There will be an opportunity for you to purchase the photographs – information will be sent home with your son/daughter on Friday.

Homework

MECE uses the Show My Homework Platform (accessed via www.teamsatchel.com or by downloading the App) to record and communicate homework activities to students and parents.

Your son/daughter will have been issued log in details in Year 7 (or as they joined the school). It is important that students can access this and should be doing so regularly to ensure they are up to date with tasks and do not miss deadlines.

In addition, Food Technology use this to share recipes and ingredient lists. We encourage parents to also access SMHW to support students in completing tasks on time – you will have been issued log in details when your son/daughter was.

If your son/daughter (or you) have previously managed to log in and activate your account but you have forgotten your password then you will need to follow the password reset process. If you continue to have difficulties please contact the School Office

Data-Checking Sheets

Data sheets will be coming home in the next week to enable us to ensure we have the correct information regarding yourselves and your students

We will be asking you to check this information and advise us of any amendments. It is imperative that we have correct contact and medical information.