

COMMUNICATION AND STUDENT ABSENCE

If you need to contact school for any reason, you can telephone on 0191 456 6511. Your first point of contact will usually be your child's Head of Year, who will assist you with any queries.

Reporting a Student Absence

Parents/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am, and each subsequent day of absence, via the ClassCharts app.

Attendance

We use a number of strategies for rewarding and improving attendance, such as celebrating good attendance in assemblies, rewards, postcards and contact with home.

The school will monitor attendance and absence data throughout the year. This will allow us to identify students who need any additional support. Our Attendance Team will use this information to provide targeted support to these students and their families. They will also provide regular attendance reports to pastoral staff, and other school leaders, to facilitate discussions with students and families. The Attendance Team will hold regular meetings with the parents/carers of students who are persistently absent to discuss attendance and provide access to wider support services and assist in removing barriers to attendance.

Being in school every day that it is open is important to your child's achievement, wellbeing, and their wider development.

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays. As leaves of absence are only granted in exceptional circumstances, it is unlikely we will agree a leave of absence for a family holiday.

If permission is refused, and you keep your child off school on the days requested, you are likely to be committing an offence and be issued a fixed penalty notice, or be prosecuted by your local authority.

TERM DATES

INSET DAYS

Monday 1st September

Tuesday 2nd September

AUTUMN TERM 2025

School return

School finishes

Wednesday 3rd September

Friday 24th October

Monday 3rd November

Friday 19th December

SPRING TERM 2026

School return

School finishes

Monday 5th January

Friday 20th February

Monday 2nd March

Thursday 2nd April

SUMMER TERM 2026

School return

School finishes

Monday 20th April

Friday 22nd May

Monday 1st June

Friday 17th July

Bank holiday - Monday 4th May

MAKING A POSITIVE DIFFERENCE



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MortimerCC Mortimer_CC



Mortimer

STUDENT INFORMATION 2025

MAKING A
POSITIVE
DIFFERENCE

WELCOME TO MORTIMER

We are incredibly excited to welcome you to Mortimer Community College and we thank you for your trust and choice to work in partnership with us over the next 5 years. We are very proud of the work that we are doing here at Mortimer. Every year, our school is going from strength to strength, and this is an exciting time to join us as you look at moving into the next step of your child's educational journey. We pride ourselves on our high expectations and appreciation of learning, both inside and outside of the classroom, which ensures that all students have the platform to maximise their talents and gifts, giving your child the very best of outcomes and experiences. We also work hard to build and instil pride, respect, ambition and resilience in all our students as they develop through the key stages. We look forward to working with you and your child and can't wait to see what they can achieve during their time at Mortimer.



#BetterNeverStops

Mr Clough, Head of Year 7

FIRST DAY

Year 7 will start their first day at school on Wednesday 3rd September at 8.45am. In order to give Year 7 time to get settled in, the other year groups will have a later start time for this day.

Upon arrival, students will be met by key staff including their Head of Year, Key Stage Coordinator, Form Tutor and Transition Manager.

They will receive their timetable showing which lessons they have throughout the week as well as the teacher and the classroom. They will have a tour of the school to identify the classrooms they will need, and they will prepare to start lessons later that morning.

Please ensure students bring a bag suitable for carrying school books and equipment. As a minimum students are expected to have a black/blue pen, red pen, pencil, ruler and a pencil case.

PARENTPAY



We use an online system called ParentPay which allows parents/carers to pay for their child's school meals, trips, and any other expenses without having to send cash into school. You will receive a letter, once your child has started at Mortimer Community College, with details of how to activate your ParentPay account.

A TYPICAL SCHOOL DAY

Students must be in school by 8:45am, with students going straight into lesson one at 8:50am. The day consists of five one hour lessons with a twenty minute break and a twenty minute form time in the morning. There is a thirty minute lunch break during one of our three servings. The school day finishes at 3:00pm.

	Year 7	Years 8 & 9	Years 10 & 11
8:50-9:50	Lesson 1	Lesson 1	Lesson 1
9:50-10:50	Lesson 2	Lesson 2	Lesson 2
10:50-11:10	Form Time	Form Time	Break
11:10-11:30	Break	Break	Form Time
11:30-12:30	Lesson 3	Lesson 3	Lesson 3
12:30-13:00	Lesson 4	Lesson 4	Lunch
13:00-13:30	Lunch	Lesson 4	Lesson 4
13:30-14:00	Lesson 4	Lunch	Lesson 4
14:00-15:00	Lesson 5	Lesson 5	Lesson 5

CLASSCHARTS

At Mortimer, we use ClassCharts to set homework, log behaviour and for our 'positive points' rewards scheme. ClassCharts can also be used to view timetables and share important information and documents. Students and their parents/carers can access ClassCharts online or via the app. Students and parents/carers can see what homework has been set in different subjects, when it is due and access any relevant documents which will be provided by the class teacher.

Students can receive relevant feedback from their teachers. Parents can view their child's homework, see the work that has been set and deadlines given. ClassCharts is also used to share important information and documents, including termly academic reports. It is important that parents access their accounts to receive these communications.

Staff will award positive points to students when they are exceeding our expectations and deserve recognition. These points can be viewed by both students and parents.

Each time a student reaches one of the nine levels of rewards in their tally of ClassCharts points, they will receive an award and a digital badge on the ClassCharts application.

Rewards include: postcards home, letters home, stationery, acknowledgement events, and SLT and Governor recognition.

MEDICAL APPOINTMENTS

All appointments must be made outside of school time where possible.

If you need to take your child out of school to attend an appointment, you must send in a letter requesting permission. This will then need to be signed by their Head of Year. In order to comply with safeguarding regulations, we must ask that you make arrangements to collect your child from the school Reception.

MEDICAL CONDITIONS

We have a number of students with a variety of medical conditions who are supported in school. If your child requires support to deal with an ongoing health issue, please contact Mrs D Anderson (Health Assistant) to ensure the correct support is in place.

FIRST AID AND ACCIDENTS

Mortimer Community College has an excellent first aid provision, and a number of our staff are trained to deliver first aid.

If your child feels unwell or gets injured during the day, they should firstly speak to their class teacher who will call the appropriate person. If they are not in a lesson, they should report to Reception or to the nearest member of staff. If your child needs to go home, we will contact you to make these arrangements.

MEDICATIONS

If your child has been issued with a prescribed medication we ask that a parent or carer completes a 'Parental Consent Form' for school to administer the medication.

We ask that a parent/carers provides the prescribed medication in the prescribed box or bottle in order that school can record accurate details of the medication (such as the dosage and how often it is required to be taken). It is expected that parents and carers will issue any morning medication at home and that school will then be responsible for the administration of lunchtime medication. A new consent form will be required each time new medication is prescribed and brought into school.

Mortimer Community College are unable to hold non-prescribed medication for students.

We ask that, should your child require any medication that is non-prescribed, a parent/carers issues one or two tablets for the student to carry in their bag. The student must contact the medical room for the medication to be taken and a record will be kept. Alternatively, school will contact parents/carers to bring in medication.

A special thank you to our Year 10 GCSE Photography students, Ella Ainsley, Morgan Lenderyou, Lexi Newbrook and Amelia Turner, who have kindly taken the content photos for this production.