



July 2019

Dear Parent/Carer

As we near the end of another academic year I am writing to thank you for your continued support, to congratulate students on a successful year and let you know the arrangements for our students when they return in September. Students return to school on **Wednesday 4<sup>th</sup> September 2019**. There will be a staggered start for new and existing students as outlined below.

If you are a **current student** at Mark Rutherford School then please arrive at **11.15am** and go straight to your tutor base. **New students** to the school starting in September are to arrive at **8.25am** at the tennis courts.

There will be lessons periods 4 and 5 so students need to come prepared for those lessons. School will finish at 2.55pm as normal.

Buses will not be running for current students coming in for 11.15am and they will be required to make their own way to school. The school buses will be running to bring in **new students** for 8.25am.

## TUESDAY TIMINGS

Please note that we have made a change to Tuesday school times for all students. Students will now attend tutor time/registration between 9.10am and 9.20am before making their way to period 1. A warning bell will sound at 9.10am to allow students time to make their way to registration for 9.15am.

<b>Tuesday</b>		
Academic Mentoring by invitation	8.30	9.10
Tutor time/Registration	9.10	9.20
Period 1	9.20	10.15

The remainder of the school day will run to our existing Tuesday timings.

## COMMUNICATION

A reminder that if you need to contact the school in relation to your child you can do so by contacting their tutor or subject teacher so they can assist you. If you do not wish to do this you may contact either the Head of House or Head of Department. A list of staff can be found on the school website under 'Communication – Who to contact if?'

To contact a member of staff by email on any matter, send the email to [mark.rutherford@mrus.co.uk](mailto:mark.rutherford@mrus.co.uk) and indicate in the subject box "For the attention of...". Please remember that the more information you give, the quicker we will be able to respond. If you need to contact the Sixth Form please use their email address [sixth.form@mrus.co.uk](mailto:sixth.form@mrus.co.uk).

## UNIFORM

Please ensure that your son/daughter is wearing the correct school uniform for the Autumn term as follows:

- White traditional shirt - this must have a collar suitable to wear with the school tie, buttoned to the neck. Shirts must be sufficiently long enough to be tucked in.
- Black V-neck jumper - jumpers may only be worn under a blazer. Cardigans are not permitted.
- Black blazer - this must have the school badge.

Girls are required to wear school issued skirts and trousers. Skirts and trousers can only be purchased from the supplier below at their shop or online:

<http://www.josens-schoolwear.co.uk>

Josens  
25 Harpur Street  
Bedford  
MK40 1LA  
Tel: 01234 359191  
[Info@josens.com](mailto:Info@josens.com)

**The following are not acceptable:**

- Cropped trousers/long shorts
- Skin-tight or clinging trousers /leggings/ jeans style (defined as made of denim/denim look material and /or have metal studs within the fabric and/or patch pockets on the back).

*All items must be clearly marked with the student's name.*

May I take this opportunity to remind you of the school's policy regarding facial piercings; this rule is stated very clearly in the Parents' Handbook which is in line with all the other Bedford Upper Schools:

*'The school does not allow facial piercings and only a small pair of stud earrings may be worn.'*

If a student wishes to have a piercing then **the beginning of the summer holiday is the preferred time**. This gives six weeks for the piercing to embed and there should be no need for retainers or studs, on their return to school. Also hair should be natural in colour with no extreme or unnatural colouring or track lines shaved into it.

Thank you for your continued support. Have an enjoyable summer and we look forward to working in partnership with you again next year.

Yours faithfully



Mrs K Foster  
Deputy Headteacher