



6<sup>th</sup> January 2025

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Hannah Rowlands, Headteacher

Dear Parents/Carers

Happy New Year! I hope that this finds you all well and that you have enjoyed a restful and festive break.

I wanted to write to you today at the start of a new year and new academic term to inform you of some slight amendments to the structure of our day here at The Dean Academy and with some reminders as to some of the school expectations surrounding uniform and punctuality. Please note that this does not impact upon the start and end times of the school day, nor does it impact on the amount of time that students have for break or lunch or lesson length.

You may be aware that during Covid lockdown we introduced muster, which is where students line up prior to their lessons in tutor group order and their teachers collect them to escort them to their lessons. This was retained following Covid as part of our standard practice during the day. Whilst muster has been purposeful in ensuring that teachers greet the students altogether, it does impact slightly on lesson time and so in order to maximise learning time in lessons the following amendments are going to be made from today:

<b>YEAR GROUP(S)</b>	<b>PREVIOUS MUSTER ARRANGEMENTS</b>	<b>NEW MUSTER ARRANGEMENTS</b>
Year 7	Before tutor Before every lesson	Before tutor End of break time End of lunch time
Years 8- 11	Before tutor End of break time End of lunch time	Before tutor

We are retaining muster for this term for Year 7 slightly more than for other year groups as we appreciate that these students are still learning to navigate the school site and becoming accustomed to the differences in a secondary school setting. Muster is being retained prior to tutor time as this gives Heads of Year the opportunity to share key messages with the whole year group and for tutors to conduct a uniform and equipment check.

We will be re-introducing bells 5 minutes prior to the end of break/lunch to give students warning that they need to start heading to their lessons and at the end of break/lunch when students should be at their classroom ready to enter and start their lessons. All lessons will begin by the member of staff greeting students at the door and then students will enter, get their equipment out and ready for their lesson and stand behind their desk in silence ready for the teacher to ask them to be seated and commence teaching. At the end of the lesson the students will be asked to stand behind their desk in silence and be dismissed by their teacher.



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With such a settled start and end to the lesson it will provide a calm and focused learning environment for all students.

The new academic term is also a good time to ensure that all of our expectations are being met to ensure that the school day runs smoothly and productively supporting all of our students to make good progress.

Our uniform expectations can be found on our website ([Uniform and PE Kit Expectations – The Dean Academy](#)), as highlighted in the parent bulletins prior to the Christmas break. A gentle reminder that no student should be wearing leggings or trainers without a medical note informing us that they are required to do so and with a time duration given. Students that are wearing inappropriate uniform will be asked to wear some of our stock supply and if they refuse to do so parents/carers will be contacted and asked to bring appropriate uniform in. Students also should only be wearing stud earrings and nose piercings need to be clear nose studs. Hooded jumpers are also not permitted to be worn – if students do wear them, they will be asked to hand them over to the teacher and they can be collected from reception at the end of the day. All students need to wear blazers at all times, with the school jumper being optional. Given that we are an open site, during these colder and wetter winter months students are encouraged to wear a waterproof outer coat over their blazers.

Students should be bringing, as minimum, a pen, pencil, ruler and calculator to school. These can all be purchased at low prices from our resources department, where students can also trade in positive behaviour points for equipment.

The school day begins at 8.45 a.m. where students are expected to be lined up at muster prior to tutor time. It is vital that all students arrive punctually at this time to ensure they receive key messaging from their tutors and heads of year.

I very much appreciate your support in these matters to ensure that all of our students are in school ready to learn and maximise their time and experiences here. I am very much looking forward to a successful, enjoyable and productive term here at The Dean Academy for all of our community.

Yours sincerely

**Hannah Rowlands**  
Headteacher

HR/TW – structure of day-060125



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