



Wednesday, 02 September 2026

Dear Parent(s), carer(s) and students,

Welcome back to another school year or perhaps you, and your child's first school year, at Hagley, either way I hope you had a the most wonderful summer and found time for holidays, days out or just time away from work.

The new school year has already begun, and staff have been in school since yesterday getting prepared for the new year ahead of us.

With that in mind might I remind you of the times of the school day which haven't changed from last year, but a reminder is hopefully helpful all the same.

I cannot stress enough the importance of students being prompt to school and to that end should be on site no later than 8.45am. High-quality routines are important to manage secondary school life and being prompt and punctual is key with important messages shared every morning from 8.50am, so if children are not on site by 8.45am they will miss these. Please note that Sixth Formers are expected to be on site by 9am at the latest. The school site is also open to students from 8am each morning but not before.

<u>Time</u>	<u>Activity</u>
8.45am	School day begins with line up in Year group zones
8.50am (Official start of the compulsory day)	Registration
9.05am	Period 1
10.20am	Break
10.40am	Period 2
11.50pm	Angelus
11.55pm	Lunch
12.55pm	Period 3
2.05pm	Lesson Changeover
2.10pm	Period 4
3.25pm	End of the day dismissal

Train timetables

With the above in mind, it is worth me reiterating the trains that students will need to catch to get to school on time. Students in Years 7 to 11 travelling from the north of Hagley via Smethwick Galton Bridge, Langley, Rowley, Stourbridge and all trains between need to catch the trains that get into Hagley at 8.21 or 8.31am. Students who miss these trains or choose to catch the train that gets into Hagley at 8.51am will be late and will be placed in a late detention after school that day for up to to 30 minutes. Please note if the 8.21 or 8.31 are delayed no child will be placed in detentions for a delay beyond their control.

Students travelling from the south of Hagley via Kidderminster need to catch the trains that arrive at Hagley by 8.15 or 8.26am. Again, if they miss these trains or choose to catch the train that gets into Hagley at 8.45am they will be late for school and will be placed in late detention the same day for up to 30 minutes. A link to the timetables from WMR is here: [WMR timetables](#)

Finally in terms of travelling to and from school I must also reiterate that Hagley has a strict policy of not allowing students into the village before or after school unless it is on their direct route home.

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Mobile Devices in School

I am sure you will be very aware that the Department for Education has released new guidance on mobile phones in schools which you can read at this link: [Mobile phones in schools - GOV.UK](https://www.gov.uk/government/news/mobile-phones-in-schools-guidance)

In response to this Emmaus MAC, and therefore Hagley Catholic High School, has tightened its approach to the prohibition of mobile phones in school, with an updated policy to be ratified and shared imminently.

However, the crux of the policy and in line with guidance remains the same as in previous years and we will continue to operate a “**not seen, not heard, not used**” policy during school hours from 8.45am to 3.25pm.

We recognise that as a result of the varied and often long methods of travel to and from school mobile phones are important for young people and families, hence our decision not to prohibit them in full as some schools have. However, I am sure you are fully supportive of guidance to ensure that while in a place of learning schools should be mobile phone-free environments. It is imperative that we work together in partnership to give children a break from screen time and the *“Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.”*

Consequently, students will be expected to and must switch off their mobile phones at line up in the mornings when directed by their Head of Year/tutor or any other member of staff. Their mobile phones must be placed in their bag and nowhere else. At the end of the day, they must not retrieve their mobile phone from their bag until dismissed from class and outside the school buildings.

Any student in Years 7 to 11 in breach of this policy and guidance **will** have their phone confiscated including if it is seen, heard or used. Confiscated phones will be locked away and collected at the end of the day and **must** be handed in again the next day for another full day of confiscation. Students who persistently push the boundaries of these expectations and policy can expect to have their phone confiscated for longer; to include an insistence that it is collected by a parent/carer. I recognise that this could be inconvenient for you, but it will be your child's choice that inconveniences you.

Please also note that students will not be granted consent by staff to call you during the day from their mobile, for example if they need their lunch account topping up. Therefore, please do make sure they have money on their account at all times if purchasing food from the canteen. If an issue arises students are permitted to go to Reception and we will contact you for them.

Sixth Form students are permitted to have their mobile phones in school at all times and can use them freely in the Sixth Form Centre. However, they must not be in use or visible while moving around the school between lessons and at breaks. Teaching staff may also give Sixth Form students consent to use mobile phones in lessons for the specific intention of supporting learning.

Thank you in advance of working collaboratively with us to reduce students' reliance on their mobile phones and the distractions they create in school.

Uniform

Further guidance has also come out from the DfE about branded uniform items, but we have been compliant with this guidance for some time now. To that end our high expectations on standards of dress and appearance for school has not diminished.

Our most up to date policy is at this link: [Uniform Policy](#) with a summary of a few changes on page 3.

Please can I insist on your support with maintaining the highest standards of dress and uniform. To that end some key things to be mindful of, that are a perennial problem, and is insisted upon are:

- No false eyelashes or nails
- No piercings other than in the ears where a pair of small (>4mm) plain studs are permitted, including no retainers in nose piercings, these will need removing.
- No other jewellery other than a watch.
- No trainer type shoes with any kind of sport branding e.g. Nike, Adidas and many more
- No extreme hair colours that are not natural colours and no lines, or designs shaved into hair or eyebrows.
- No tight-fitting trousers that might resemble a legging or be skintight. Trousers should be a loose tailored cut.

Toilets in Lesson time

Might I remind you that visits to the toilet during lesson time is not permitted. There are plenty of times throughout the school day for students and staff to visit the toilet with never more than 75-minutes between such opportunities. Such visits during lessons times are more often than not used as an excuse to meet friends, use mobile devices or avoid learning. This cannot be the case. We would expect to cope on a car journey of 75-minutes, so we can all cope with a 75-minute lesson. Students with specific and diagnosed medical conditions may receive an exemption and be in receipt of a pass authorised by Student Services.

Free School Meals

There has been changes to free school meal criteria and it is imperative that if you think you might qualify that you apply. This is integral for offering additional support to you and your child but also for additional school funding which is always desperately needed. All guidance and links to application forms are on our website at this link: [Hagley Catholic High School - Free School Meals and Pupil Premium](#)

Appointments during school time

Finally, can I please insist that appointments such as those with a GP, Dentist or Orthodontist etc, are not made during school time. The disruption such appointments have to learning and school life is often irreparable and I would appreciate you making every effort to avoid this. If children have no alternative but to attend appointments during the school day it is imperative that they attend school before hand and return afterwards.

Thank you for taking all this information on board. I will continue to write to you fortnightly as I have previously to share what is going on at Hagley. In the meantime, I wish you all well for the term ahead, we are excited to welcome our Year 7s and 12s tomorrow and look forward to a full return for all students on Friday.

Yours sincerely

J Hodgson

Principal