

5th May 2026

Dear Parents and Carers,

It is hard to believe we are already halfway through Term 5 as we look ahead to the summer term and our popular summer events including Sports Day.

I am writing to make you aware of two key changes to our school practice, which are designed to further support our students' wellbeing, attendance and overall experience at Theale Green School. We have spoken to students and families to get their feedback to ensure that these amendments are the right ones to support our community.

### 1. Attendance and Absence Procedures

Good school attendance supports strong educational outcomes; this is reflected both at a national level, and for Theale Green School students. The first hour of the school day is particularly important for setting students up for success. We want to ensure that both students and parents recognise the importance of excellent attendance, while also feeling seen, supported and heard. We are exploring a more efficient way for parents to report absence for September.

As you are aware, we are continuing to work closely with the local authority to improve school attendance. As part of this work:

- School staff may contact families whenever a student is absent, even where a reason has already been provided.

These calls are not intended to question or challenge, but to understand whether there is any support we can offer to help your child attend school.

We recognise that there are occasions where a child may feel unwell at the start of the day but could feel better later. For example, a student with a mild headache may improve following rest or medication. In these situations, we would encourage attendance later in the day where possible.

Please be reassured that:

- All absences will continue to be considered on a case-by-case basis
- Our approach is rooted in support, flexibility and understanding, not judgement

Additionally, Pastoral staff will be present within the local community during the first part of the school day, conducting home visits where appropriate to support with concerns around lateness or absence.

If you have any questions, concerns, or would like further information about your child's attendance, please contact your child's [Head of Year](#) or myself directly.



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#### Schools

- The Bicester School
  - Theale Green School
  - UTC Heathrow
  - UTC Oxfordshire
  - UTC Reading
  - UTC Swindon
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## 2. Summer Uniform – Term 6 Update

To reflect the warmer weather in Term 6, we are making a small adjustment to our uniform expectations.

This has been carefully reviewed to ensure that students are comfortable while continuing to look smart and dressed appropriately for the practicalities of the school day.

**The summer uniform at Theale Green School will apply for Term 6 only and is as follows::**

- Black suit trousers, tailored black shorts, or a black school skirt
- Smart, polishable school shoes (trainers are not permitted)
- Socks or tights (either black or flesh coloured- socks worn with tights are the same colour)
- A formal shirt (long or short sleeved) worn with a school tie or a **plain white cotton polo shirt (no logos)** worn without a school tie.

The white polo shirt option has been introduced for the summer term only as a cost-effective alternative, offering students an additional comfortable option during warmer weather.

Additional guidance:

- **Blazers are not required during Term 6**
- If an additional layer is needed in the morning, blazers should be worn (not jumpers or alternative items)
- We would not expect students to wear school jumpers or coats unless weather conditions are particularly unseasonal
- No changes have been made to hair, make-up and jewellery expectations or the school PE kit.  
For guidance, please see our website <https://www.thealegreen.w-berks.sch.uk/parents/uniform/>

We anticipate that these arrangements will form part of our Uniform Policy on an ongoing basis.

Thank you for your continued support in ensuring that your child is dressed appropriately for school. Assemblies detailing the uniform expectations for Term 6 will be held for students over the next two weeks.

If you have any questions regarding the summer uniform, please do not hesitate to get in touch. Families in receipt of the pupil premium may be eligible for support if new uniform items need to be purchased. Please contact Mrs Downing for support [mdowning@thealegreen.w-berks.sch.uk](mailto:mdowning@thealegreen.w-berks.sch.uk)

Thank you, as always, for your ongoing support.

Yours sincerely,

Marianna Tottman  
Assistant Headteacher- Community and Culture  
Designated Safeguarding Lead