



17 August 2017

Dear Parent/Carer

RE: End of term and the next academic year

End of term arrangements

As you know the school closes early today, at 12:20pm. The Restaurant will be providing a limited food service; sandwiches, drinks, biscuits and fruit will be available at breaktime. Pupils who receive free school meals can collect a sandwich and drink to the usual value of a school lunch at breaktime.

If your child needs to stay on the school site for a longer period, or until the end of the normal school day, this can be arranged as pupils will be able to spend time in the library.

Start of term arrangements

The new school term will start with a training day for teachers on Tuesday 29th August. Pupils will then return on a staggered basis. Lessons will begin for Years 7 and 11 only on Wednesday 30th August at 8:40am. All new Year 7 pupils should report to the Stage at the beginning of the school day. Year 11 pupils should go straight to Period 1. Sixth Form enrolment will also take place on 30th August from 9:30am; individual timings will be confirmed on results day.

Lessons for **the remaining year groups will start on Thursday 31st August at 8:40am**. Please remember that pupils need to be on-site by 8:35am.

Uniform

The school uniform policy has been amended. Blazers must be worn by the new Year 7 pupils. For all pupils, the school skirt has to be the Charleston variety and knee-length, the alternative is a pair of black, tailored trousers only. Pupils are expected to wear the correct school uniform, further details of which can be found on the school website. Pupils should wear appropriate school uniform on their journeys both to and from school; PE kits are not permitted to be worn.

Timings of the school day

To confirm, the timings of the school day are as follows:

	Year 7 - 8	Year 9 - 10	Year 11
08:35	Latest time for pupils to arrive on-site		
08:40	Lesson 1		
09:30	Lesson 2		
10:20	Break		
10:40	Lesson 3		
11:30	Lesson 4		
12:20	Tutor	Lunch	Tutor/Core Subject
12:40	Lunch		Lunch
13:00		Tutor	
13:20	Lesson 5		
14:10	Lesson 6		
15:00	End of school day		

Lockers:

All lockers must to be cleared by the end of the day. If items are found in lockers during the summer holiday, they risk being destroyed. All lockers will be redistributed at the beginning of the new academic year.

Useful contacts:

Teaching staff

Departments (subject teachers / subject leaders) – these should be the first point of contact for any concerns relating to a specific subject.

Form tutors

Tutors – a daily point of contact for all pupils. They play a key role in pupils' well-being. Pupils make contact with their tutor every day and they are there for support and guidance.

Pastoral Support Manager (PSMs)

PSMs – help with day-to-day organisation, welfare and behavioural issues:

Miss Tracey: Year 7 – 9,

Mrs Knapp: Years 10 and 11,

Mr Lane: Years 12 and 13.

Mr Richardson: All years (Special Educational Needs).

Assistant Headteachers overseeing Pupil Progress

These senior leaders are available to discuss any issues related to learning and progress across all subjects:

Year 7: Mrs E Britcher

Year 8: Ms C Sawyer

Year 9: Mr D Costley

Year 10: Mr D Walters

Year 11: Mr R McLeish

Sixth Form: Mr L Fearn

To contact staff directly, please use the following email format: the staff member's initial and surname (with no spaces or full-stops) followed by **@ccw.kent.sch.uk**. For example, for Mr J Smith the email would be jsmith@ccw.kent.sch.uk.

Senior staff

Mr S Scales, Deputy Headteacher – oversees teaching and learning.

Miss V Wright, Deputy Headteacher – oversees academic success in year groups.

Mr Chaplin, Senior Assistant Headteacher – breaks down barriers to learning, dealing with serious behavioural issues.

Mrs Gibson, Headteacher.

May I take this opportunity to thank you as parents and carers for your on-going support for the school

Yours sincerely



Mrs A M Gibson
Headteacher