

TG/JMB

June 2009

Dear Parent / Carer,

I am writing to you regarding heads of year and form tutors for 2009-2010. As usual at the end of a school year there will be changes in staffing. These necessitate certain changes of pastoral responsibility. Changes for next year are as follows

- Miss Taylor has been promoted to a Head of Year position and will take charge of Year 7.
- Mr Gibbs will be Head of Year 11.
- Miss Beattie will take charge of Year 10 and Mr Edgar will work with Year 8.
- Mrs Hewson joins the maths department and the Year 8 tutor team, taking charge of Mrs Rush's group.
- Mrs Rush will join the Year 10 tutor team, taking charge of Mr Haywood's group, who is joining the Year 12 tutor team.
- Mrs Randle is joining the technology department and the Year 11 tutor team, taking charge of Mrs Scriven's group, who is leaving the school.
- Miss Burr returns to school after her sabbatical and will resume work with her old tutor group. Miss Coney has looked after them well and will now join the Year 7 tutor team.
- Mrs Masdin will move into next year's Year 7 team and her present tutor group will be looked after by Miss Reid, who will move into the Year 11 team.

These changes are made after careful consideration, as we continue working to ensure the best standards of care and support for your children.

Could I also take this opportunity to ask that when buying new school clothing, in preparation for the next school year, that you adhere to the our uniform policy. This is found in the school prospectus and I can supply a copy of the relevant page to you should you wish for one. In particular,

- Skirts to be straight or a neat pleat as sold by uniform shops and approximately knee length. No fashion skirts.
- Black shoes are the only acceptable footwear. Black trainers and canvas shoes are not acceptable.
- Black jeans are not acceptable as school trousers.

Finally, can I remind you that pupils are not allowed facial jewellery at school. If facial piercings are planned, please do so at the very beginning of the holiday, so that the healing process is complete by the start of term allowing studs to be removed.

On the last day of term, Friday 17th July, the school will close at 1.15 pm. The buses will come at this time in order to collect pupils and transport them home.

In order that parents do not have to make special arrangements for their children, lunch will be served at school. There will be a slightly shorter lunch break than normal from 12.30 – 1.05 pm. All pupils will be expected to attend registration and a brief form period from 1.05 – 1.15 pm.

I do hope the above arrangements are acceptable to you all however I do realise that this may not be the case. If you have a problem with the arrangements, please contact the school and we will endeavour to help.

Thank you for your support in these matters; it is greatly appreciated. Do contact me at school if further clarification is needed, or complete the form below and I will contact you as soon as possible.

The Autumn term will commence on **Monday 7th September 2009.**

Yours sincerely,

Tim Gibbs
Senior Leader, Director of Pastoral Team

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Pupil name Tutor group

I would like you to contact me to discuss this letter.

Signed Parent / Carer

Best contact number