



***RBY/FK***

September 2012

Dear Parents/Guardians,

I would like to extend a warm welcome to you and your child as we start the new academic year. It is an absolute pleasure to be back with this cohort of students and I look forward to building on the fantastic work put in by Mrs Blyth over the last two years.

The time-table has been finalised and the vast majority of pupils were placed in their first choice of options. If during the next few weeks your son/daughter feels they have chosen the wrong subject they must come and see me so that we can discuss alternatives. However I would point out that the option bands have now been set and many of the groups are now full so adjustments at this stage are difficult. This means your son/daughter may not get exactly what he/she wants. After the first month, pupils can only change their options in exceptional circumstances.

As in all years, the Year 10s have once again been pointed towards the Home/School Agreement in their planners by their tutors. This agreement reinforces our commitment to your child's learning and also supports the idea of you, your child and the school working together as a team, to ensure your child fulfils their potential whilst studying for their GCSE's.

There are a few important dates that you will need to be aware of and we ask that you avoid making appointments at these times. We are holding a **Key Stage 4 Information Evening on Thursday 13th September at 7.00pm** in the Main Hall. We will explain many important aspects of KS4, including target grades, tracking and monitoring, controlled assessments and exam preparation. I hope you will be able to attend with your child; please complete and return the attached reply slip to me as soon as possible.

There are a few other important dates that you will need to be aware of for this academic year. I shall be writing to you in due course regarding some of these events. In addition to these and at various times across the year, there will be controlled assessments and subject-specific visits. Your child is entering a busy two years and I would ask that you avoid taking holidays or making appointments during school times whenever possible.

Thursday 13 <sup>th</sup> October	London Galleries Trip (Art students only) & In School Enterprise Day (Rest of Year)
Wednesday 7 <sup>th</sup> November	Careers Evening
Monday 19 <sup>th</sup> November	Parents Evening (early start 16.30 p.m. – 19.00 p.m.)
Tuesday 5 <sup>th</sup> March	In School Work Skills Day
Monday 15 <sup>th</sup> April	Year 10 Exams Week
Monday 3 <sup>rd</sup> June	Work Experience Week
Wednesday 26 <sup>th</sup> June	In School Enterprise Day

I was very proud of the way in which the year group presented themselves at the beginning of this term and ask for your continued support over the issue of school uniform which is clearly listed on page 7 of the school planner. Hoodies, trainers, fashion trousers, fashion belts, make-up and excessive jewellery should not be worn in school and will be confiscated. The uniform should be worn smartly with the ties (for boys) done up properly and shirts tucked in trousers. As an upper school privilege, girls may wear **light** makeup if they wish; this does not include eyeliner, thick mascara or heavy foundation. Students will be required to remove excessive makeup.

I would like to take this opportunity to ask that you encourage your child to attend all lessons fully equipped and ready to learn. Students arriving late to lessons without a good excuse will receive a warning. If students are to achieve their best and fulfil their potential, it is important that they bring pens/pencil, exercise books, textbooks and any other equipment, as appropriate, to every lesson. Students are expected to have their planner with them at all times in order to record homework. I have attached a copy of your child's homework timetable that they were given on the first day. This is **a guide** to help you support your child.

Should your child be absent, please ring the school office on the first morning and each morning thereafter that your child is absent. Any anomalies in attendance will be flagged by the electronic registration system at which point we will do our best to contact you.

If there are any further questions you wish to ask about any of the above or if you need assistance over the next two years please do not hesitate to contact me on the number above or via email ([blythr@crispins.co.uk](mailto:blythr@crispins.co.uk)).

I look forward to seeing you at the Information Evening on the 13th September.

Yours sincerely,

Mr R Blyth  
Director of Achievement & Well-Being Year 10

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**To: Mr R Blyth (Director of Achievement and Well-Being Year 10)**

Student: \_\_\_\_\_ Tutor group: \_\_\_\_\_

I/We will/will not be attending the KS4 Information Evening on Thursday 13th September.

I/We will require \_\_\_\_\_ seats.

Please detach and return as soon as possible.

Signed (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_