

# St Crispin's School

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St. Crispin's  
Excellence for all



**AHY/SH**

6<sup>th</sup> September 2021

Dear Parents/Guardians,

I would like to extend a warm welcome to you and your son/daughter as we start a new journey together this academic year. I sincerely hope that your children have enjoyed their first few days here at St Crispin's. In my opening assembly with the year group I have spoken to them about the importance of community and creating our own year 7 community. It is my sincere hope that you will feel a part of this community too. Our working together as a partnership, staff, students and parents, is really important to me in ensuring that your children excel both academically and socially. At St Crispin's we are extremely passionate about providing a safe, stimulating and happy learning environment.

The year 7 tutor team is one of the most fundamental components of the school partnership in ensuring that the students feel content and nurtured. I would like to introduce you to the tutor team who can be contacted as follows:

7JMU	Mr Mulloy (Assistant Head of Year)	<a href="mailto:mulloyj@crispins.co.uk">mulloyj@crispins.co.uk</a>
7NB	Mr Bennetts	<a href="mailto:bennetsn@crispins.co.uk">bennetsn@crispins.co.uk</a>
7EBL	Mrs Blackman	<a href="mailto:blackmane@crispins.co.uk">blackmane@crispins.co.uk</a>
7ECR	Miss Cross	<a href="mailto:crosse@crispins.co.uk">crosse@crispins.co.uk</a>
7AGR	Mrs Greig	<a href="mailto:merrygolda@crispins.co.uk">merrygolda@crispins.co.uk</a>
7JLT	Mr Last	<a href="mailto:lastj@crispins.co.uk">lastj@crispins.co.uk</a>
7CPA	Mrs Parker	<a href="mailto:parker@crispins.co.uk">parker@crispins.co.uk</a>

If your son/daughter has any problems or queries their tutor should be their first port of call. The tutor team prides itself on ensuring that everyone is working to the best of their ability and that your son/daughter is fulfilling the high expectations that St Crispin's prides itself upon. Fundamental to this is ensuring that they have impeccable uniform, correct equipment and behaviour of the highest standard. The tutor plays a vital role in helping to support pupils in this.

I would like to take this opportunity to ask that you encourage your son/daughter to attend all lessons on time, fully equipped and ready to work. If students are to achieve their best, it is important that they bring pens, pencils, exercise books, text books, kits and any other equipment, as appropriate, to every lesson.

## **The School Day**

Lessons run as follows:

8.30am - 8.40am	Registration with Tutors
8.40am - 8.50am	Assembly/Character Education
8.50am - 9.50am	Lesson 1
	5 min movement time
9.55am - 10.55am	Lesson 2
10.55am - 11.15am	Break (20 mins)
11.15am - 12.15pm	Lesson 3
12.15pm - 12.45pm	Lunch (30 mins)
12.45pm - 1.45pm	Lesson 4
	5 min movement time
1.50pm - 2.50pm	Lesson 5
3.00pm	Lesson 6 & Extra Curricular clubs begin

## **School Communications**

During the first week of term you should have received an email from INSIGHT giving login details to our parent portal website and details of how to access the INSIGHT App. There is only one login per family, an email would have been sent to the person who you gave as first contact on your student details. For students that have parents that live at separate addresses login details would have been sent to both parents. If you have not received this information, please firstly check your SPAM/Junk folder. If the email is still not showing in your account please email [insight@crispins.co.uk](mailto:insight@crispins.co.uk) with your son/daughter's full name and Tutor Group. INSIGHT is a tool which allows you to monitor attendance, achievement and behaviour points.

Attendance is extremely important in ensuring that students do not miss out on their education. However, we are aware that sometimes absence is unavoidable, should your son/daughter be absent, please ring the school office on the first morning and each morning thereafter that your son/daughter 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.

## **Personal Study**

While we encourage students to take responsibility for meeting deadlines and managing their time, a little parental help with planning personal study at the beginning of the year would be most appreciated. As a school we set all personal study using Microsoft Teams. It is currently not possible to set up parent accounts for Teams however you are able to download the Teams app to your device and log in using your son/daughter's credentials to keep an overview of work set. You will also receive a weekly email directly from Microsoft to your email. This will provide you with details of any outstanding and upcoming homework assignments.

## **Attendance and Punctuality**

I would like to take this opportunity to remind all parents and students of the importance of good attendance at school, as well as good punctuality to school and to all lessons. More information can be found on the poster attached to this letter.

## Uniform

May I take this opportunity to emphasise that the school uniform rules must be adhered to by all students and any deviations must be agreed by the Head of Year and Headteacher. Persistent refusal to follow the uniform policy of the school will be challenged by myself as per the school behaviour policy. The school uniform can be found [here](#).

## Key Dates for Year 7

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. The second of these is **Tutors' Evening on September 16th. This event will take place in person in the school library, so please enter through the main reception.** This will provide you with the opportunity to meet with your son/daughter's tutor to discuss the first week and allow you to ask any outstanding questions you may have. To book your appointment, we will be using the schools' Parents' Evening System. The guide to signing up and booking your appointment is attached to this email. **Appointments will be available to book from 19:00 on Monday 6<sup>th</sup> September.** Should you have any questions regarding the parents evening system, please send an email outlining how we can help to [office@crispins.co.uk](mailto:office@crispins.co.uk).

**Tuesday 14<sup>th</sup> September 2021**

Individual student school photographs

**Thursday 16<sup>th</sup> September 2021**

Tutors' Evening

**Thursday 6<sup>th</sup> January 2022**

Parents' Evening

Other important dates such as trips will be published later in the year.

Finally, I am incredibly proud of the way in which the year group presented themselves at the beginning of this term. I look forward to working in partnership with you all to ensure an excellent experience of secondary school for your son/daughter. Please do not hesitate to contact me if you need anything. I can be contacted on the following email address [smitha@crispins.co.uk](mailto:smitha@crispins.co.uk) or please contact the school office. I look forward to meeting you all at the Tutors' Evening on Thursday 16<sup>th</sup> September.

Yours faithfully

Mrs A Harvey

**Acting Head of Year 7**

