

02 September 2020

Dear Parent/Carer

**Re: Welcome to Year 7!**

We are very pleased to finally welcome our new Year 7 students into school after the most difficult of times for you, the students and us! The systems and procedures to keep everyone safe will bring new challenges for us all but we know that with everyone working together we can meet these adversities with positivity and optimism for the year ahead. Our continued high standards and expectations of all of the school community will lead us on our journey to help maximise the potential of all our young people, both academically and in terms of their personal growth. There is a staggered return to school and also different start, break, lunch and end times to the school day for each year group. It is therefore vital that parents and students are aware of the key information below:

- **Year 7 will return to school on Thursday 3 September at 8:40am.**
- **Year 7 will enter and exit school through the main reception.**
- **Staff will be there to guide students** throughout the day, and timetables will be given out by tutors in the first session.
- **Year 7 will have an introduction to our Covid secure procedures in school.**
- **On the first day**, year 7 will have: time with their tutor, a tour of the school, their biometrics taken to enable them to buy lunch, some taster lessons and an opportunity to meet the Year 7 leadership team.
- Year 7 will start their **normal timetable on Friday 4 September at 8:40am** and their day will **finish at 3:00pm**. They will **always enter and exit through the main reception.**
- **A detailed school timetable for year 7** lesson times, breaks and lunches **will be given to students** and you will be able to access this on Firefly and the school website.

#### **Important early key dates for Year 7:**

Year 7 will have their **photographs** taken on **Friday 4 September**. This will be organised by staff and will cause some minor disruption to their morning lessons.

**Working together – we must all be responsible for our own part to play in ensuring the safety and well-being of all our school community.**

- In order to support each other it is absolutely **vital that students are on time** and failure to do so will put at risk the safety of the systems that have been put in place. We thank you for your support with this very important part of our safety procedures.

Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385  
T: 024 7644 4822 | F: 024 7663 6282 | [www.caludoncastle.co.uk](http://www.caludoncastle.co.uk) | E: [enquiries@caludoncastle.co.uk](mailto:enquiries@caludoncastle.co.uk)



Headteacher  
**Mrs M Marr**



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- **Students must look after their equipment** as staff cannot lend this out. We will provide all students with a basic pack at the beginning and they will need to look after this and their own equipment carefully.
- Students must **follow the instructions** that they are given by staff to ensure everyone remains safe and able to attend school.
- In light of recent government announcements, we would **strongly encourage all students to have their own face mask to wear when moving around the corridors or when they are congregated in their year bubble**. The masks should carry no offensive words, images or scary designs. We recommend they bring their mask in a small plastic bag to keep it clean.
- We recommend that students bring their own small personal hand sanitiser to use when they put their masks on and take them off. Every classroom will have a hand sanitiser but this is an extra recommendation.

## The Team

We would like to take this opportunity to introduce the team for Year 7. Mr Holland is the Year Leader, Mr Evans is the progress mentor and Mrs Oldham is the pastoral leader and will oversee Year 7. Mrs Mitchell will also be linked to year 7 as pastoral support. Miss Roberts will support Year 7 in her role as Strategic Leader and Head of Key Stage 3.



Miss Roberts  
Deputy Headteacher



Mrs Oldham  
Pastoral Leader/  
Assistant Head



Mr Holland  
Year Leader



Mr Evans  
Progress mentor



Mrs R Mitchell  
Pastoral Support

## Our tutor team:

7.1 Miss Lester

7.2 Miss Gilbert-Dillon

7.3 Miss Dale

7.4 Mr Goodison

7.5 Miss Sabir

7.6 Miss Boucher

7.7 Mrs Geddes

7.8 Mr Knuckey

7.9 Mrs Collinson

## Graduation

This is the fifth year of our reward scheme, which has proven to be very popular with students and parents. It allows students to receive rewards at the end of each half term for the following achievements:

- at least 'good' attendance and punctuality
- at least a bronze award in the Attitude to Learning (effort) grades for in class and independent learning
- having good behaviour at all time
- have at least 100 points a term (more information to follow)
- contribution to the school or wider community

The graduation process will continue to support, monitor and reward the attendance, punctuality, progress and positive attitude of students and ensure that they continue to develop the essential skills that allow them to succeed.

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**WARWICK**  
PGCE SCHOOL DIRECT

*Respect to all, from all*

## Key dates – Autumn Term

Some dates for this term that you may want to make a note of are highlighted below. Trips outside of school will not be happening for obvious reasons but also because we think it is essential that students have as much class time in school as possible.

Thursday 03 September	Y7 start school
<b>Friday 04 September</b>	<b>Y7 photographs</b>
26 October-30 October	Half Term
Wednesday 4 November	Year 7 and 8 SEND virtual coffee morning
Saturday 19 – Sunday 3 January	Christmas holiday
<b>Wednesday 28 April</b>	<b>Y7 tutor/subject evening 3.30 – 6.30pm</b>

**We would like to have a parent information evening, but due to the current constraints, this will be recorded and available online from Friday 11 September 2020.**

We thank you again for all of your patience and understanding in these unusual circumstances and would like to reiterate that our focus is now on the well-being of our young people so that they can move forward as safely as possible and continue to progress their academic and personal development. We wish your child every success in the academic year ahead and please do not hesitate to contact us if you have any queries or concerns. Please contact Mr Holland in the first instance.

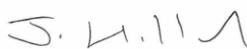
Yours faithfully



Miss Roberts  
Deputy Headteacher



Mrs Oldham  
Assistant Headteacher



Mr Holland  
Year Leader

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