



An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
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December 2020

Dear Families

I would like to take this opportunity to thank the students and each of you for the support that you have given to the school and your child's education this term. This has been an extremely difficult time for the entire country and our school was no exception. As you are aware, November and December have been very challenging months with many students having to revert to *Remote Learning*.

May I say a big thank you to the teachers who have set high quality remote learning for their classes and to the students and parents who are engaging so well with the remote learning. I am sure that you will agree that the learning provided and the videos that support the learning are a significant step up from the initial remote learning offer during the first national lockdown in March. We have seen a huge amount of engagement in the learning from the students, submitting their learning to their class teachers on the Google Classroom and taking part in 'Live' sessions with their class teachers and peers. This has helped everyone stay focussed and has minimised any disruptions.

The students are working extremely hard and have managed to address any 'gaps' in their learning that might have developed during March to July last year. We have been tracking their progress closely to ensure that no one is getting left behind. Many students will be receiving interventions to help them catch up and these will increase in the Spring Term.

As always, learning never stops at Preston Manor School, even during the holidays, and I know that teachers have set high quality work to help prepare students for their Pre-Public Exams (PPEs) or addressing gaps in learning from assessments already. Please ensure students are continuing with their learning throughout the holiday period.

Despite the challenges of this term I have some very positive good news to share with you. Highlights from this term have included:

- We held our first *Virtual Open Evenings* for internal and external year 6 students and year 11 students (Sixth Form). Our Head Boy and Head Girl were star hosts!
- They also hosted our first *Virtual Awards Evening*, where we celebrated many of our students' achievements together as a school community - connected online.
- Sixth Formers Disha Borse and Sujata Dhakal winning the '*Be The Future*' challenge with their team's business design and a clear understanding of ecological issues. The competition was run by the *Peter Jones Foundation and Pearson* to find the UK's next generation of social entrepreneurs.
- Our *DIVA programme* continues and they hosted an event focussing on teamwork and being the best you can be.
- Drama KS3 groups have done some fantastic interpretations of the text *Coraline* and practical work around the increased use of social media and connection to anxiety.
- We've published another *Virtual Praise Cube*, where much of students' work and achievements are celebrated. (please see website for further details)
- You can read in much more detail about these good news items and others in our end of term newsletter which will be on our website shortly.



The **last day of this term is Friday 18 December** and the students will finish school at approximately 12.00 noon. Please ensure they do go straight home and do not 'hang around' public places in Wembley. Other school closures may lead to groups of children congregating in Brent.

If your child develops symptoms of coronavirus in the next two days (48 hours)

If your child develops symptoms ***in the next 48 hours***, please take them for a test. If the test is **positive**, please alert the school using this email address: positivecovid@preston-manor.com. The email must state your child's name, and class, the **date that they first started feeling symptomatic** and when the positive test result was received.

Please Note: If your child develops symptoms *after Sunday 20th December*, the school should **NOT** be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

Thank you for helping us to reduce transmission of the virus in the Brent community.

New Spring Term Arrangements - change to start times

When we return from the holidays please be aware that students in Year 7 to 11 will have different start and finish times to school because exams begin.

Years 7-9	Years 10-11	Years 12-13
Arrival - from 8.45am	Arrival: from 8.15am	No Changes
Start - 9am	Start: 8.40am	
Finish - 3.25pm	Finish: 3pm	

Students will continue to use the same entrance/exit gates as they are currently. Please ensure that your child is prepared for the changes by ensuring they leave plenty of time to be prompt to school. These staggered times for year groups are to ensure contact between year groups is reduced, keeping the school community and their families as safe as possible.

I would also like to remind families that **Monday 11 January 2021** is a staff training day and the school will be closed to students.

Once again, I would like to thank you for your continued help and support. I hope you and your family have a restful break and stay safe during this holiday period. I look forward to seeing your children refreshed and ready to learn in January.

Yours sincerely

Beth Kobel
Headteacher



Reminders:

Staying Well

After a long and uncertain term please take the time to look after your child's, your family's and your own well-being. Below are some resources and web links that you might find useful:

Centre for Mental Health: [Supporting Mental Health during Covid-19: a brief guide](#)

Public Health England Every Mind Matters: [Looking After Your Mental Health Resources](#)

aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing by promoting a range of self-care actions.

Public Health England: [Every Mind Matters Self-Care Tool](#) when you complete the 5 'Survey' questions, a 'Mind Plan' is generated, with signposting options to many useful resources.

Student Wellbeing Questionnaire:

Your child has been sent a short questionnaire to complete by 4th January. This will only take around 5 minutes to complete and will help us to support your child's wellbeing.

Staying Safe

To help keep our families and community safe please continue to keep Covid secure over the break. There are three simple actions we can all do to keep on protecting each other:

- Wash hands - keep washing your hands regularly for a minimum of 20 seconds
- Cover face - wear a face mask in enclosed spaces
- Make space - stay at least 2 metres apart, or 1 metre with a face covering or other precautions

School Website

The school website address is www.preston-manor.com

Online Safety

I would like to draw your attention to two information pages in the online safety area under the Parent/Carer tab of the website. These resources relate to Gaming Information for Parents/Carers and Use of Parental Controls. Please have a look at these pages which contain valuable information that will help you in ensuring that your child stays safe online. Links to these pages can also be found below:

[Gaming](#)

[Using Parental-controls](#)

Key Dates for the Spring and Summer Terms 2021

Monday 11 January: Staff training day - school closed to students
Thursday 14 January: Year 9 Options evening
Thursday 28 January: Year 13 parents evening
Thursday 25 February: Year 10 parents evening
Thursday 25 March: Year 8 Parents evening
Thursday 6 May: Year 7 parents evening
Thursday 1 July: Year 12 parents evening

For further information, please find attached the term dates for 2020-21. All details are also on our website.

Behaviour Policy

Our Behaviour Policy is based around three expectations:

- **Be prepared**, ready to learn and give your best
- **Be kind**, respectful and polite to all members of the school community
- **Be safe**, help keep others safe and respect the school environment

Now more than ever, meeting the behaviour expectations is crucial to ensure the safety of students, the school and wider community.

BE PREPARED

	Behaviour Prompts
<i>Hygiene</i>	<ul style="list-style-type: none"> ● Regular hand washing (including before/after school, breaks etc)
<i>Uniform</i>	<ul style="list-style-type: none"> ● Students are expected to wear masks in all communal areas at all times ● Students are expected to attend school in full school uniform as normal. ● If you are unable to purchase any item of school uniform, please write a note in your child's planner to this effect. ● Unfortunately, we are unable to loan uniforms to students who forget items. ● Clothes must be washed daily. Uniform no longer needs to be washed at 60 degrees, this is in line with the Government guidance. ● On the day of the week that your child has PE, they can come to school in their PE kit which should consist of: white T-shirt or polo shirt, black or navy plain tracksuit bottoms, non-hooded navy blue Preston Manor round necked sweatshirt, trainers, plain navy/black outerwear coat/raincoat. Pupils will remain in their PE kit all day and a blazer is not needed if wearing PE kit.
<i>Equipment</i>	<ul style="list-style-type: none"> ● It is vital that your child has all of their equipment each lesson (REP) ● Unfortunately we are unable to loan equipment to students who forget items since loaned materials can lead to cross contamination.

BE KIND

	Behaviour Prompts
<i>Staying in your bubble</i>	<ul style="list-style-type: none"> ● You may want to socialise with friends in other bubbles, but this puts everyone, including your family, at greater risk of infection. ● Be kind and stay in your bubble at all times! By doing this, you are protecting others in the community and those you live with, who may be more vulnerable than you.
<i>Moving around the school</i>	<ul style="list-style-type: none"> ● Always follow the one-way system. ● Keep to the left when walking down corridors and use the floor markings to be no closer than 2m to others around you. ● Go straight to your classroom or zone.

	<ul style="list-style-type: none"> ● Avoid touching surfaces such as handrails, door handles etc.
<i>Communication</i>	<ul style="list-style-type: none"> ● Be kind and considerate in the way you speak to others. This is a challenging time for all of us, filled with anxiety and worry that change and uncertainty brings. ● Before you communicate with others, THINK: T - is it true? H - is it helpful? I - is it inspiring? N - is it necessary? K - is it kind?

BE SAFE

	Behaviour Prompts
<i>Social Distancing</i>	<ul style="list-style-type: none"> ● Arrive punctually at your year group's allocated time ● Remain in your year group zone and base room when required ● Only use designated entrances and exits when arriving at and leaving the school. ● Wash your hands upon arrival- before you go to your classroom. ● Remain in your bubble at all times including break and lunchtimes. ● Stay in your zone during break and or lunchtime. ● Only use the toilets assigned to your year group and only use the canteen during designated times. Follow social distancing when doing so. ● Follow staff instructions at all times. ● Go straight to school and straight home afterwards. Do not socialise on the way to and from school with any student outside of your bubble.

Your support to help our students meet these expectations is invaluable and always appreciated.

To view the full policy please follow:

[School behaviour policy](#)

Reminder on Offensive Weapons

*Please support the school by emphasising to your children that research demonstrates that carrying a weapon makes young people more vulnerable to attack rather than providing security. Section 1 of the Prevention of Crime Act 1953 provides that "an offensive weapon is **any article made or adapted** for use for causing injury to the person, or intended by the person having it with him for such use by him or by some other person". This can include carrying any sharp objects such as a broken compass or sharpener blade (outside of a secure pencil case) as these can also be viewed as a weapon when not used for their intended purpose. I would like to remind Families that our school behaviour policy is very clear on the most serious sanction for an offensive weapon.*

Emergency Contact Numbers

Communication between school and parents/carers is vital. This is particularly important in the event of an emergency. Schools are statutorily required to have at least two emergency contacts with a current telephone number for every student. Furthermore, much of the information we send during the year is sent electronically, therefore it also crucial that we have an active email address as well. Please ensure we are kept up to date if you have changed your contact details.



Uniform

The Preston Manor uniform is an important part of the culture and ethos of our school. High standards of dress are expected at all times and students must come to school every day in neat, clean uniform as an indication that they take pride in belonging to the Preston Manor School community. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing.

If you have a missing item of uniform, students must have a note signed by their parent/carer. Any period of time beyond one day may not be authorised. If no note is provided, their parent/carer will be contacted and the student may be sent home to collect the missing/correct piece of uniform.

Expectations for all students

- Plain black leather or leather look shoes (no canvas or shiny patent materials). Kicker shoes are permitted as long as they are black and do not have contrasting stitching, laces or soles. No canvas shoes.
- White shirt tucked in with top button fastened.
- Ties with school logo showing should be knotted conventionally and worn to the waist.
- Navy blue blazers with the school badge must be worn at all times.

Optional Items

- Outdoor coats are optional. They must be navy blue or black and have no logos, patterns or markings (hoods should be kept down in school and must not conceal any part of the face).
- Plain black or blue simple woollen hat may be worn in outside spaces in cold weather at the discretion of senior staff (no other headwear of any kind is permitted and woollen hats must not conceal any part of the face).
- Hair must be worn in an appropriate style that would not undermine the ethos or discipline of the school (e.g. markings cut into the hair or eyebrows, brightly dyed hair or any other extreme of fashion).
- Jewellery is restricted to one pair of small, plain stud earrings and a watch (no nose or other facial piercings of any kind).
- Make-up or nail varnish may not be worn.

For Girls

- Navy blue or black knee length or longer school skirt, or navy blue or black tailored school trousers (no jeans, 'skinny-fit' trousers or leggings).
- Plain navy blue or black religious headscarf (no other headwear of any kind is permitted and headscarves must not conceal any part of the face).

For Boys

- Dark grey or black school trousers (no jeans, chinos or skinny fit trousers).

Uniforms can be purchased online [here](#).

PE (inc. Dance)

Students must wear their PE kit to school on the day(s) they have a practical PE lesson.

For the full list of PE kit, and all school uniform please follow the link [here](#).

SCHOOL TERM & HOLIDAY DATES 2020-2021

SPRING TERM 2021	
Term starts	Monday 4 January 2021
INSET day	Monday 11 January 2021
Half Term	Monday 15 February to Friday 19 February 2021
Term Ends	Thursday 1 April 2021
Easter Holidays	Friday 2 April to Friday 16 April 2021
SUMMER TERM 2021	
Term starts	Monday 19 April 2021
May Day	Monday 3 May 2021 – SCHOOL CLOSED
Half Term	Monday 31 May to Friday 4 June 2021
Term finishes	Tuesday 20 July 2021
INSET days	Wednesday 21 July and Thursday 22 July 2020