



An All-through Co-operative School
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April 2019

Dear Families

I am writing to you in order to recognise and highlight just some of the incredible achievements during this term. I always like to start by thanking the students for their continued hard work and the staff for their dedication to excellence at Preston Manor, as well as parents and carers for your continued support of the school and our students.

I am very proud of all of our students' achievements, including some excellent academic recognition. We are delighted that, yet again, a large number of our Year 13 students have received a wide range of excellent offers for university study next year in subjects including Dentistry, Economics, Computer Science, Law, Neuroscience and English at top universities such as: Imperial College, London, University College London (UCL), Warwick University, Sheffield University, Queen Mary's University London, King's College London and Oxbridge colleges. A special congratulation to Fahd Khan and Pratik Shah for securing places at St Catherine's College, Cambridge (Mathematics) and Hertford College, Oxford (Economics and Management) respectively. Finally, Preston Manor's Physics Department have been supporting our A-level students to work collaboratively with the Department of Physics and Astronomy at UCL in carrying out their research. Five of our students will be named and published in the *Journal of Molecular Spectroscopy* for their work.

This term we have also held our annual careers fair for Year 11 students and a 'Suited and Booted Mock Interview' day for our Year 10s. It was another great success in preparing our children for the world of work. The Business Department participated in the Premier League Business competition competing with other schools from around the country. The year 10 team reached the finals with their hard work, time and effort. Our students from the dance group 'Fusion Selectivz,' came second out of 71 dance groups in the region, in 'The Great Big Dance off.' They will compete in the National finals in July.

Preston Manor School also hosted the annual UKMT Team Maths Challenge in March and celebrated 'Number Day' raising awareness of numeracy across the curriculum through quizzes and number events. We also made the papers again with our fantastic celebration of reading on *World Book Day* and hosted a fabulous book signing visit from the famous author Cathy Cassidy. We also celebrated our annual BBC and STARS launch with special guests on the night, Lord Eric and Hepburn Harrison Graham. ***Please do read more of our achievements in the end of term newsletter.***

School Uniform

As the summer approaches, I would like to take the opportunity to remind students and families of our school uniform as it 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. Please note the blazer is compulsory, and should be worn at all times. The jumper is optional and should be left at home on warm days. In addition, 'skinny-fit' trousers or leggings are not allowed. *You can find more detail regarding school uniform in the 'reminders' section of this letter.*



Last day of term

The last day of this term is **Friday 5 April**. As traditional at this time of year we will have had achievement assemblies for all our students and the students will finish school at approximately **12.00 noon**. I have reminded all students about some *safety issues*. Please ensure they do go straight home and do not hang around public places in Wembley. Other school closures may lead to large groups of children congregating in Brent. As the evenings get lighter, I have also reminded them about walking home safely after school or around Wembley in the holidays.

Start of summer term arrangements

Students will return to school for normal lessons on **Tuesday 23 April 2019** and should arrive in school **before 8.35am** ready for registration at the usual time of **8.40 am**. Please ensure your child is in school on time with the correct uniform and equipment so that lessons can commence with the minimum of disruption. I would like to take this opportunity to remind you that students must have plain black leather or leather look shoes as outlined in the uniform policy. The school expectation is that students are in full school uniform every day. Your support in our maintenance of these standards is very much appreciated.

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 enjoy this holiday period. I look forward to seeing your children refreshed and ready to learn after the Easter break.

Yours sincerely

A handwritten signature in cursive script that reads "Beth Kobel".

Beth Kobel
Headteacher



REMINDERS:

Attendance, Punctuality and Registration

All students should arrive in school **before 8.35am** ready for registration. Please ensure your child is in school on time with the correct uniform and equipment.

The school has a dedicated absence line and if your child is absent for any reason or has to leave school to attend an appointment please call on **0208 385 4042** and leave a message. Please do not call the main switchboard. If your child has a dental appointment during the school day, please ensure that they bring an appointment card so that they can be allowed to leave school. However, we ask that you make these appointments outside of the school day.

Parents are reminded that the school should be informed promptly of any absence known in advance. **Holidays must not be arranged during term time**. Requests for emergency absences during term time should only be made in exceptional circumstances and should be made using a *Request for Exceptional Leave of Absence during Term Time* form available in reception **at least four weeks in advance**.

Emergency Contact Numbers

It is a legal requirement for parents to inform the school of any changes to their home address, telephone number or of any change in circumstances which the school should know about.

School Uniform

Please ensure your child is in school on time with the correct uniform and equipment. The Preston Manor uniform is an important part of the culture and ethos of our school. It is important that all students present themselves in an appropriate way that contributes to a disciplined and well-ordered environment for learning. 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. Please note wearing a blazer is compulsory, whereas the jumper is optional.

Please ensure your child is dressed properly by **not sending** them to school with a note to cover items of missing clothing/ footwear for any period of time beyond **one day**. **Any period of time beyond one day will not be authorised**. If a student does not attend school in the correct school uniform they may be sent home, expected to wear a loaned item of uniform or may be withdrawn from lessons. We expect families to support the school in these high expectations and I have asked pastoral staff to send home students to change into proper uniform when this is necessary.

A summary of expectations is provided below. Please check the list below before making any uniform purchases.

For all students

- school shoes must be plain black leather or leather look (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 or patent leather shoes**.
- top buttons must be fastened and shirts must be tucked in
- ties should be knotted conventionally and worn to the waist with the house logo showing

- navy blue blazers with the school badge must be worn at all times
- outdoor coats 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)
- a 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 (eg 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, 'skinny-fit' trousers or any other style)

PE Uniform

The PE department would like to remind all students and parents of the compulsory PE kit required for participation in every PE lesson

Boys' PE Kit

- Blue Preston Manor PE polo top
- Plain Navy or black jogging trousers
- Blue Preston Manor round necked sweatshirt
- Navy or Black shorts
- Blue football socks
- Training shoes
- Football Boots

Optional

- Blue Rugby Shirt

Girls' PE Kit

- Blue Preston Manor PE polo top
- Plain Navy or black jogging trousers
- Blue Preston Manor round necked sweatshirt
- Navy or Black shorts
- Training shoes

Go4Schools Mobile App

You would have recently received a message and set-up guide for the Go4Schools Mobile App which the school has purchased. This App allows parents and carers simple access via smart phones to view information regarding their child on Go4Schools. The School has invested in the App as we value engagement with parents, and Smartphones continue to be the most widely



owned device and the most popular and important device for people accessing the internet. The key features and benefits of the App include easy access to:

- **Student timetable** – support organisational skills and cut down on forgotten kit or equipment.
- **Homework summary and details** – to allow students and parents to see what is coming up and to access details of homework and linked resources.
- **Attendance statistics** – to help celebrate good attendance, but also to make sure absences and problems with punctuality are clearly communicated, to facilitate their discussion.
- **Behaviour summary and details** – to allow students and parents to see patterns of behaviour and to provide access to the details of behaviour events to facilitate their discussion.
- **Coming soon - Attainment and progress** – to make sure that everyone knows what a student is working towards and how they are progressing in each subject.

If you have any queries regarding the App, then please contact Mr. Graham at d.graham@preston-manor.com

Online Safety

The online world can be overwhelming to some parents, however it is equally important that you are as interested in your child's online life as well as their 'offline' life. Increasingly, it is becoming hard to distinguish between the two. The internet and the digital world provide exciting opportunities for people, young and old. However, these technologies can also bring problems and danger. Please see our E-Safety pages on the website or click on:

<http://www.digizen.org/socialnetworking/evaluating-sns.aspx>

Equipment and Student Planners

As part of our commitment to develop them as independent learners, all students are expected to come to school each day with the necessary equipment to take an active part in their lessons. As well as essential equipment such as a pen, pencil and ruler, students should have their planner and a reading book with them at all times. Student planners are a vital means of communication between home and school and should be checked and signed by parents once a week. They should also be used for any routine communication between home and school.

Home Learning

Home Learning activities are set on a regular basis at Preston Manor and should be recorded by all students in their planner. As well as reinforcing and deepening learning which has taken place at school, Home Learning gives individuals the opportunity to develop their skills as independent learners. Please check your child's planner every day or refer to Show My Homework to help support your child meet home learning deadlines. If you wish to find out more about this product, there is a 'Show My Homework – A Parent's Introduction' video that can be viewed from the Parent's Area of the website.

If there are any queries or issues regarding Home Learning, please communicate this with form tutors through the Student Planner in the first instance. We appreciate your support in ensuring the best progress for your son or daughter.



Behaviour in School and the Wider Community

Preston Manor has 3 expectations of students:

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

The vast majority of our students exhibit excellent and courteous behaviour at all times and are a credit to their families. The school has high expectations of the way that students behave in the local community, we expect them to be good citizens at all times and most of all, we want them to be safe. Therefore, it is important that all students:

- go straight home at the end of the day unless they are taking part in an organised school activity supervised by a member of staff
- must not arrange to meet friends at the school gates who do not attend Preston Manor
- must not behave in an anti-social or inconsiderate way near local bus stops and/or shops
- must not hang around McDonalds at Wembley Park (which has banned students from visiting their restaurant after school, unless they are accompanied by their parents/guardians).

Due to the potential risk to the health, safety and welfare of all members of the school community, as well as possible damage to the school's reputation, any incidents when students fail to heed these instructions will be dealt with as a very serious matter.

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.

SUMMER TERM 2019	
Term starts	Tuesday 23 April 2019
May Day	Monday 6 May 2019 – SCHOOL CLOSED
Half Term	Monday 27 May to Friday 31 May 2019
Term finishes	Friday 19 July 2019
INSET day	Monday 22 July and Tuesday 23 July 2019

SCHOOL TERM & HOLIDAY DATES 2019-2020

AUTUMN TERM 2019	
INSET day	Monday 2 September 2019
Term starts	Tuesday 3 September 2019
INSET day	Friday 11 October 2019
Half Term	Monday 21 October to Friday 25 October 2019
Term Ends	Friday 20 December 2019
Christmas Holidays	Monday 23 December 2019 to Friday 3 January 2020
SPRING TERM 2020	
Term starts	Monday 6 January 2020
INSET day	Monday 13 January 2020
Half Term	Monday 17 February to Friday 21 February 2020
Term Ends	Friday 3 April 2020
Easter Holidays	Monday 6 April to Friday 17 April 2020
SUMMER TERM 2020	
Term starts	Monday 21 April 2020
May Day	Monday 4 May 2020 – SCHOOL CLOSED
Half Term	Monday 25 May to Friday 29 May 2020
Term finishes	Friday 17 July 2020
INSET days	Monday 20 July and Tuesday 21 July 2020